

2011

BOARD MINUTES



2011 Board Members

	<u>Phone</u>	<u>Term Expires</u>	<u>Appointed By</u>
President: Jody Melton 		August 2, 2011	Pres. KV & West Central School Boards
Vice-President: Timothy Schultz 		June 30, 2012	County Council
Secretary: Janet Umlauf 		December 31, 2011	County Commissioners
Treasurer: Deana George 		May 9, 2013	Rensselaer Central School Board
Asst. Treasurer: Mari Anne Sayler 		May 9, 2014	Rensselaer Central School Board
Natalie Waling 		December 31, 2013	County Council
Janelle Harper 		December 31, 2014	County Commissioners

2011 Budget

1 PERSONAL SERVICES

1.1	Salaries and wages	
1.11	Salary of librarian	\$57,866
1.12	Salary of Assistants	\$1,010,295
1.13	Wages of Janitor	\$54,774
1.2	Employee benefits	
1.21	Employer: FICA	\$85,905
1.22	Unemployment Comp	\$4,658
1.23	Employer: PERF	\$71,267
1.24	Employer: Group Insur.	\$100,029
1.31.	Other Personal Services	\$0
	Total Personal Services	\$1,384,794

2 SUPPLIES

2.1	Office supplies	
2.11	Official records	\$325
2.12	Stationery/printing	\$300
2.13	Other office supplies	\$7,500
2.2	Operating supplies	
2.21	Cleaning/sanitation	\$6,000
2.22	Fuel/oil/lubricants	\$0
2.23	Other operating supplies	\$6,200
2.3	Repair/maintenance supplies	
2.31	Building materials	\$1,000
2.32	Painting supplies	\$200
2.33	Repair parts	\$700
2.4	Other supplies	
2.41	Library supplies	\$13,400
2.42	Marketing	\$200
	Total Supplies	\$35,825

3 OTHER SERVICES/CHARGES

3.1	Professional services	
3.11	Consulting services	\$0
3.12	Engineer/Arch Services	\$0
3.13	Legal services	\$5,000
3.14	Other profess. services	\$5,065
3.2	Communication/Transportation	
3.21	Telephone	\$4,000
3.22	Postage	\$4,000
3.23	Traveling expenses	\$22,000
3.24	Professional mtgs	\$8,000

3.25	Freight/Express	\$1,500
3.26	Network expenses	\$35,400
3.3	Printing/Advertising	
3.31	Adv/Public. of notices	\$1,000
3.32	Printing (not offc. supply)	\$0
3.33	Marketing advertising	\$1,000
3.4	Insurance	
3.41	Official bonds	\$150
3.42	Other insurance	\$26,000
3.5	Utility services	
3.51	Gas	\$50,000
3.52	Electricity	\$70,000
3.53	Water	\$2,000
3.54	Waste disposal service	\$5,100
3.6	Repairs/maintenance	
3.61	Bldgs/Structures	\$47,320
3.62	Equipment	\$1,200
3.7	Rentals	
3.71	Real estate	
3.72	Equipment	\$250
3.91	Dues	\$2,220
3.92	Interest on loans	\$0
3.93	Taxes/Assessments	\$325
3.94	Transfer to LIRF	\$50,000
3.95	Book reimbursement	\$125
3.96	Petty cash	\$120
3.97	Interview/moving expense	\$0
3.98	Maintenance contracts	\$91,563

Total Other Services/Charges	\$433,338
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4 CAPITAL OUTLAYS

4.1	Land	
4.2	Buildings	
4.3	Improvements	\$0
4.4	Furniture/equipment	\$11,625
4.5	Other capital outlays	
4.51	Books	\$147,000
4.52	Periodicals,newspapers	\$22,000
4.53	Nonprint materials	\$78,500

Total Capital Outlays	\$259,125
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FUND TOTAL	\$2,113,082
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Board Meeting Dates

2011

**Meetings are held at 6:00 P.M. at the Rensselaer Library
unless otherwise noted**

Monday, January 10

Monday, February 14

Rensselaer Librarian & Youth Services Specialist Annual Reports

Monday, March 14

Monday, April 11 (at DeMotte)

DeMotte Librarian & Children's Specialist Annual Reports

Monday, May 9

Monday, June 13

Webmaster Annual Report

Monday, July 11

Monday, August 8

Monday, September 12 (at Wheatfield)

Wheatfield Librarian & Children's Specialist Annual Reports

Monday, October 10

Monday, November 14

Technical Services & Systems Administrator Annual Reports

Monday, December 12

Wednesday, December 28 (Special Year End Meeting-time to be announced)

Library Board Committees 2011

Budget Committee: Tim Schultz, chair; Mari Anne Sayler; Jody Melton; Janet Umlauf

Meets in July or early August to review next year's budget proposal prepared by library staff. Adjustments are made and committee presents final recommendation to the full board at the August meeting.

Director's Evaluation Committee: Jody Melton, chair; Mari Anne Sayler; Natalie Waling

Director evaluation forms distributed to director and board members at the April board meeting. (The committee may wish to meet earlier to examine the evaluation form and determine if any changes should be made.) Before the May meeting, committee receives all board members' evaluations of the director as well as the self-evaluation by the director. The committee uses these to prepare a written evaluation of the director. At an executive session at the May board meeting, this evaluation is discussed by the whole board and then given to the director.

Bylaws and Policy Review Committee: Deana George, chair; Natalie Waling; Janelle Harper

Sometimes meets in January to make changes to the Policy Review Schedule, to decide if new policies should be instituted during the year and schedule these, and to determine how to proceed during the remainder of the year. (This was deemed unnecessary in 2005.)

Past procedure has been for the director to recommend changes in policies to the policy committee before the policy is to be reviewed by the board. Committee members then notify the director whether or not they concur with proposed changes (or if they would like to propose other changes). If the issue is complicated and there is disagreement, a committee meeting will be held. If committee members concur, no meeting is needed and the director prepares the recommendation of the policy committee for a report to the full board.

Nominating Committee: Janet Umlauf, chair; Janelle Harper; Deana George

In October, the nominating committee prepares a slate of officers for the following year. This slate is presented to the board by the committee at the November board meeting. The board elects officers at the December meeting. Officers can serve in the same position only two consecutive years.

LIBRARY POLICY REVIEW SCHEDULE 2011

<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January:	LCD Projector Policy	179
	VHS/DVD Policy	107
February:	Staff Code of Ethics	149
	Gift Policy	183
March:	Staff Complaint Policy	146
	FMLA/Military Leave Policy	171
	Microfilm Reader/Printer Policy	155
April:	Personnel Policy	109-119
May:	No policies reviewed	
June:	Audiovisual Equipment Loan Policy	105
	Internet Acceptable Use Policy	151
July:	Public Relations/Information Policy	97
	Public Records Policy	99-100
August:	Art Exhibit/Display Case Use Policy	131-132
	Bulletin Board Policy	133
	Photography, Videotaping, and Other	188
	Recording Devices Policy	
September:	Board/Staff Privileges	143-145
	Group Visit Policy	169
	Mission/Role/Values	87
October:	Public Forum Policy	137
	Library Credit Card Policy	180
	Harassment/Discrimination Policy	139
November:	Materials Selection Policy	93-96
	Circulation Policy	161
	Indemnification Policy	177
December:	No policies reviewed	

LIBRARY POLICY REVIEW SCHEDULE 2012

<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January:	Fixed Asset Policy	181
	Circulating Software Policy	165
February:	Holiday Policy	127
	Library Behavior Policy	141
March:	Public Purchase Policy	175
	Board Code of Ethics	147
	Staff Complaint Policy	146
April:	Personnel Policy	109-119
May:	No policies reviewed	
June:	Study Room Use Policy	129
	Internet Acceptable Use Policy	151
July:	Reciprocal Borrowing Policy	159
	Fax Machine Policy	125
August:	Food, Tobacco, Drug & Alcohol Policy	157
	Walking Books Policy	167
September:	Bylaws	81-86
	Mobile Computer Lab	185
October:	Reference Policy	135
	Computer/Typewriter Use Policy	123
November:	Meeting Room Policy	101-103
	Circulation Policy	161
December:	No policies reviewed	

BOARD AND ADMINISTRATION
MONTHLY TASKS

(Library will receive Certified Shares (CAGIT),
county adjusted gross income tax on a monthly basis.)

January

1. Form the Board of Finance after the first Monday and before the last day of January. Elect officers for it. Director reports on the library's past year investments. Board designates newspapers in which library publishes notices. Board accounting resolutions are approved. List of all 2 yr old outstanding checks filed and declared void and receipted back into accounts.
2. New officers take office.
3. President appoints standing committees: Budget, Bylaws & Policy Review, Director Evaluation, Nominating
4. Annual salary ordinance is approved.
5. Bond payment due by January 15. (2004 bond)
6. Certification of Board and employees to State Board of Accounts by January 31 annually.
7. Annual statistic report due to Indiana State Library by January 31.
8. Every three years the Library Board will solicit bids for library insurance. Begin this process in January.

February

1. Annual financial report (LARS Report) due to State Board of Accounts by March 1.
2. Board will consider not adopting a Capital Projects Fund in consideration of cost effectiveness.
3. Not later than 60 days after the expiration of each calendar year publish an annual report of the receipts and expenditures during the preceding calendar year.

April

1. Every three years the Library Board will designate insurance company to handle library insurance for following three years.
2. Director Evaluation form is distributed to board members. Director submits self-evaluation to Board Evaluation Committee.
3. At April Board meeting, ask for resolution approving a request for an advanced tax draw. Then after the 12th of the month send letter to the County Treasurer (with copy to County Auditor) requesting an advance tax draw.

May

1. Annual budget workshops for Librarians and Trustees, sponsored by State Board of Tax Commissioners, State Board of Accounts, and Indiana State Library.
2. Evaluation of Director is completed and presented at executive session before monthly board meeting. Director's salary for following year is determined in open session at board meeting.

June

1. Library receives first installment of property, CVET, excise & financial institution tax revenues.
2. By June 1 names and addresses of employees sent to County Treasurer.

July

1. Begin preparation for ensuing year's annual budget. Budget committee prepares recommendations to report to full board in August.
2. Budget meeting with representative from DLGF to go over our budget and plug in any new figures they might have for miscellaneous revenues.
3. Bond payment due by July 15 (Bond of 2004).

August

1. Finalize budget estimate, plan for public hearing and budget adoption, and approve budget for advertising.
2. First publication of library budget at least 10 days before pre-adoption hearing. Second publication one week later. Public hearing is held at least 3 days after second publication, usually at the special end of August board meeting and 10 days before library board meets to adopt budget.
3. Objection petition filed by ten or more taxpayers no more than 7 days after public hearing.
4. Estimates of net assessed valuation and of taxes to be distributed during last six months of year is (usually) furnished by auditor for use in preparing ensuing year's budget (in recent years this has NOT been available).
5. Update nonresident annual fee.

September

1. Budget is adopted, usually at the regular September board meeting but at least ten days after public hearing on or before September 20.
2. Library budget is submitted to County Auditor two days after adoption.
3. Self-evaluation forms distributed to library staff by supervisors who choose to evaluate staff at the end of the year.

October

1. Nominating committee prepares slate of officers for following year.
2. Hearing of ensuing year's budget by State Board of Tax Commissioners (DLGF changing this timeline so may occur later in the year or at the beginning of the next year)!
3. At October Board meeting, ask for resolution approving a request for an advanced tax draw. Then send letter to the County Treasurer after the 12th of the month (with copy to County Auditor) requesting an advance tax draw.

November

1. Nominating Committee presents slate of officers at board meeting.
2. Annual evaluations of the staff are completed by appropriate supervisors at branches which do not choose to evaluate on anniversary dates.
3. Assistant treasurer is selected by board.
4. Annual Bookkeeping Workshop by State Library (might also be scheduled for December!)

December

1. Election of officers.
2. Library receives last installment of property, CVET, excise & financial institution tax revenues.
3. Encumbrances must be approved by Board, other fund transfers are made and transfer to LIRF (if any) made.
4. Provide board with board meeting schedule for following year.
5. Create Board Policy Review Schedule for following 2 years.
6. By December 1 names and addresses of employees sent to County Treasurer.
7. Director distributes list of ensuing years' holidays.

Rev. 12/10

Holiday Schedule 2011

The Libraries will be closed on the following days:

New Year's Day: Saturday, January 1*
Memorial Day: Monday, May 30
Independence Day: Monday, July 4
Labor Day: Monday, September 5
Thanksgiving: Thursday, November 24
Christmas Eve: Saturday, December 24*
Christmas Day: Sunday, December 25*
New Year's Eve: Saturday, December 31*

In addition, all locations will close at 5:00 PM
on the day before Thanksgiving.

*Christmas Day falls on a Sunday. As per the Holiday Policy, we will be closed the following Monday.

*New Year's Day, Christmas Eve, and New Year's Eve fall on a Saturday so, as per the Holiday Policy, the Library will be closed on Saturday. Persons, eligible for holiday pay, not scheduled to work on Saturday will be given equivalent time off with pay on another day in January (for New Year's Day) and December (for Christmas Eve and New Year's Eve). These days are to be requested using a vacation/holiday request form. Supervisor approval is required.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Some employees will receive a paid holiday in the month of the anniversary of their employment at JCPL, having reached a milestone anniversary at the library. A list of those eligible for this anniversary holiday will be distributed to department heads by January 1, 2011.

JAN.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, January 10, 2011, 6pm
Rensselaer Public Library

Board of Finance Meeting

Purpose

Annual Financial Report (R 8)	Information
Accounting Practices for 2011 (R 9)	Action
Resolution to Allow Bill Payment with Prior Approval (R 13)	Action
Designate Newspapers for Publishing Notices (R 16)	Action

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of December Board Meetings
Bills/Financial Reports
Salary Ordinance for 2011 (R 7)
Policy Review (R 10 & R 11))
Workshop Request (R 17)

General Business

Board Member Oath of Office- Janelle Harper (R 17)	Action
Cash Change Fund (R 17)	Action
Wheatfield Library Roof (R 17)	Information
Conflict of Interest (R 15; R 17))	Information
Committee Assignments (R 17-R 18)	Information

Director's Report (R 16-R 20) Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

Minutes.....December 29, 2010
Meeting of the Jasper County Public Library Board 9:00 AM
Rensselaer Library

Present: Sue Deardorff, Janet Umlauf, Jody Melton, Mari Anne Sayler, Patty Stringfellow

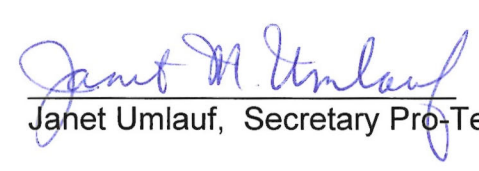
On a motion by J. Umlauf, seconded by M. Sayler, the Board unanimously approved year-end bills.

On a motion by S. Deardorff, seconded by J. Umlauf, the Board unanimously approved transfers in the Operating, Capital Projects, and Rainy Day Funds.

On a motion by M. Sayler, seconded by S. Deardorff, the Board unanimously approved a 2010 encumbrance in the Operating Fund.

With no further business, the meeting adjourned at 9:20 AM on a motion by S. Deardorff.


Attest: Jody Melton


Janet Umlauf, Secretary Pro-Tem

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

December 20, 2010
Rensselaer Library

Present: Jody Melton, Susan Deardorff, Timothy Schultz, Mari Anne Sayler, Janet Umlauf, Deana George, Patricia Stringfellow, Gail Evans.

Absent: Natalie Waling

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the November Board Meeting Minutes, bills/financial reports, updated Salary Ordinance, revisions to Library Behavior Policy as presented, and workshop approval for a staff person to attend Youth Literature Conference in Indy, were approved on a motion by S. Deardorff and seconded by D. George. Motion passed.

Wheatfield Library Roof: According to our attorney K. Mahnesmith, S. Frederick of the Troyer Group has forwarded the letter he received in November from K. Mahnesmith (regarding the Wheatfield Roofing issues) to his superiors. K. Mahnesmith followed up in December with another letter to Troyer requesting a response by year end.

De-selection Recommendation/Formats to Add: P. Stringfellow presented three recommendations, seeking Board approval to: de-select (discontinue purchasing) books on cassette tape; add Leap Pad/Leapster cartridges; and add Transparent Language materials to our collection. We would continue to circulate the books on tape we currently own, but we would not purchase any new ones. Regarding Leap Pad and Leapster cartridges, these are a great literacy tool for kids. Each library has a machine to be used in-house. Wheatfield does have a collection that is circulated. Transparent Language is a language tool in a flash drive format ranging in price from \$130 to \$250 per unit. Language tools are very popular with our patrons. If approved we will affix a label to the Transparent Language cases alerting patrons about replacement costs. On a motion by J. Umlauf, seconded by M. Sayler, the board approved the de-selection of the audiocassette tapes, adding the LeapPad/Leapster cartridges, and adding Transparent Language sets with a label alerting patrons of the replacement costs. Motion was unanimous.

DeMotte Library Patron Concerns: The Board reviewed patron concerns and discussed recommendations for addressing patron concerns expressed at the November Board meeting. The ivy vines have been removed from the outside stairs and sidewalk. We will retain one handicap parking spot in the lower level nearest to the entrance and ensure that it is van accessible. We will retain the handicap parking spots on the hill but erect a sign near these spots that states "wheelchair access is available at main entrance, lower level" so that individuals in wheelchairs will not attempt to access the library through locked and unattended meeting room doors. We will remove the handicap sticker from the meeting room door because this is not a door that is handicap accessible 100% of the time. Staff will continue to monitor outside lighting. In the spring of 2011 we will restripe the parking spaces in the upper and lower levels ensuring appropriate width for all spots and ensuring that the one in the lower level is van accessible. Handicap symbols will be painted in blue on these spots. We will not be implementing a terraced ramp as a local contractor has indicated that this is not feasible. P. Stringfellow will send a follow-up letter to the patron regarding their concerns and how they will be addressed.

LIRF Transfer: \$30,000 has been budgeted to transfer into LIRF for future improvements. Our financial picture can support this transfer. S. Deardorff moved, seconded by J. Umlauf, to approve the transfer of \$30,000 from the Operating Fund to LIRF.

2011 Salary Increase: The Personal Services portion of the 2011 Operating Budget was prepared to accommodate up to a 2% increase. On a motion by T. Schultz the board approved a 2% salary increase for 2011. M. Sayler seconded the motion. Motion was unanimous.

Election of 2011 Officers: S. Deardorff moved, second by D. George, to accept the Slate of Officers as presented at the November Board Meeting. Motion passed. J. Melton will be President, T. Schultz Vice-President, J. Umlauf – Secretary, D. George – Treasurer, and M. Sayler– Assistant Treasurer.

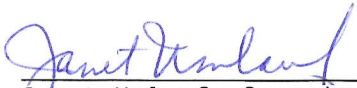
Thank You Note: Secretary S. Deardorff read a thank you from library employee D. Opolski for remembering her on her 15th Anniversary.

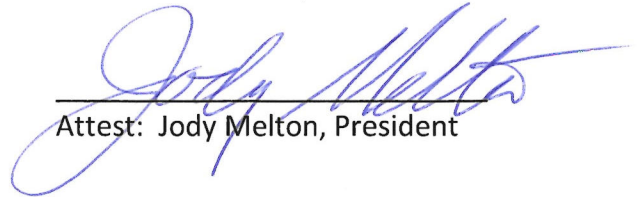
Year-end Board Meeting: Board will meet on Wednesday, December 29th, at 9:00 AM at the Rensselaer Library to conduct year-end business: to approve transfers, bills to be allowed, and any encumbrances. M. Sayler, S. Deardorff, J. Melton, and J. Umlauf, will be in attendance to assure a quorum.

Director's Report: The 2011 Budgets have been approved by DLGF. P. Stringfellow collected Board manuals to be updated for 2011. A DeMotte patron reported seeing raccoons on library property on two separate occasions this fall. We are currently monitoring this matter and have contacted a local individual who is named on a state website as someone who can help with wildlife conflicts for guidance. In 2011 we will be replacing some library computers as per our replacement schedule. Eighteen of these computers will not be included in any library equipment sales because they contain defective components. Instead they will be recycled. S. Deardorff's last meeting will be our year-end meeting. The library sincerely appreciates her 12 years of service and dedication to the library.

Future Agendas: Wheatfield Roof.

Adjournment: With no further matters for discussion, J. Umlauf moved to adjourn the meeting at 6:38 PM. D. George seconded the motion.


Janet Umlauf, Secretary Pro-Tem


Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE
December 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	4	0	0	4
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	10	0	0	10
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	49	1	0	50
Books on CD (DBKCD)	167	6	4	177
Books on Tape (DBKT)	1	1	0	2
Compact Disc (DCD)	300	19	4	323
Digital Audiobooks (DDA)	2	0	0	2
DVD (DDVD)	1667	22	11	1700
Equipment (DEQP)	106	0	0	106
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	61	0	0	61
Fiction (DFIC)	859	30	18	907
Fiction Fantasy (DFICF)	15	0	0	15
Fiction Mystery (DFICM)	152	8	10	170
Fiction New (DFICNEW)	394	15	13	422
Fiction Science Fiction (DFICSF)	4	0	2	6
Fiction Western (DFICW)	9	0	2	11
Genealogy (DGENE)	1	0	0	1
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	35	5	1	41
Hanging Bags (DHANG)	8	0	0	8
ILL (DILL)	63	0	0	63
Internet (DINTER)	1173	0	0	1173
Juv. Audio book (DJAUDB)	14	0	1	15
Juv. Biography (DJBIO)	30	2	0	32
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	40	1	0	41
Juvenile Easy (DJE)	314	9	14	337
Juv. Easy Non-fiction (DJENF)	39	0	0	39
Juv. Easy Reader (DJER)	176	2	9	187
Juv. Fiction (DJFIC)	289	14	11	314
Juv. Holiday books (DJHOL)	158	1	2	161
Juv. Magazine (DJMAG)	24	0	1	25
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	289	11	20	320
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	111	0	3	114
Large Print Fiction (DLPF)	133	10	6	149

Large Print Nonfic (DLPNF)	4	2	3	9
Magazine (DMAG)	715	2	36	753
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	9	0	0	9
Nonfiction 100 (DNF100)	5	1	1	7
Nonfiction 200 (DNF200)	21	1	0	22
Nonfiction 300 (DNF300)	67	4	4	75
Nonfiction 400 (DNF400)	6	0	1	7
Nonfiction 500 (DNF500)	26	0	1	27
Nonfiction 600 (DNF600)	178	16	11	205
Nonfiction 700 (DNF700)	72	4	0	76
Nonfiction 800 (DNF800)	23	6	0	29
Nonfiction 900 (DNF900)	72	0	0	72
Nonfiction DVD (DNFDVD)	49	0	3	52
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	132	7	6	145
Nonfiction VHS (DNFVHS)	17	0	0	17
Oversize (DOVER)	0	1	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	2	0	0	2
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	4	0	0	4
Software (DSWAR)	28	0	0	28
Vertical File (DVF)	1	0	0	1
VHS (DVHS)	146	6	3	155
YA Audio book (DYAUDB)	16	2	0	18
YA Biography (DYAB)	2	1	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	227	9	6	242
YA Music CD (DYACD)	2	0	0	2
YA Nonfiction (DYANF)	5	0	3	8
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	4	0	0	4
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	19	2	23
Books on CD (RBKCD)	7	115	2	124
Books on Tape (RBKT)	0	7	3	10
Compact Disc (RCD)	11	300	6	317
Digital Audiobooks (RDA)	0	4	0	4
DVD (RDVD)	9	2528	21	2558
Equipment (REQP)	0	132	0	132
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	37	0	37
Fiction (RFIC)	28	644	7	679
Fiction New (RFICNEW)	13	334	9	356
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0

Graphic Novels (RGN)	1	71	0	72
Hanging Bag (RHANG)	0	19	0	19
ILL (RILL)	0	57	0	57
Internet (RINTER)	0	1991	0	1991
Juv. Audio book (RJAUDB)	0	13	3	16
Juv. Biography (RJBIO)	0	25	3	28
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	15	0	15
Juvenile Easy (RJE)	11	515	5	531
Juv. Easy Non-fiction (RJENF)	1	29	6	36
Juv. Easy Reader (RJER)	2	88	16	106
Juv. Fiction (RJFIC)	6	389	27	422
Juv. Magazine (RJMAG)	0	10	0	10
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	9	249	28	286
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	3	0	3
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJ TOD)	0	60	0	60
Large Print Fiction (RLPF)	9	153	6	168
Large Print Nonfic (RLPNF)	0	9	1	10
Magazine (RMAG)	7	363	3	373
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	8	0	8
Non-Fiction 100 (RNF100)	0	26	0	26
Non-Fiction 200 (RNF200)	6	17	0	23
Non-Fiction 300 (RNF300)	5	60	4	69
Non-Fiction 400 (RNF400)	2	3	0	5
Non-Fiction 500 (RNF500)	2	35	0	37
Non-Fiction 600 (RNF600)	17	146	11	174
Non-Fiction 700 (RNF700)	3	57	7	67
Non-Fiction 800 (RNF800)	0	14	1	15
Non-Fiction 900 (RNF900)	11	42	5	58
Nonfiction DVD (RNFDVD)	0	95	0	95
Nonfiction (RNFIC)	2	0	0	2
Nonfiction new (RNFNEW)	8	151	3	162
Nonfiction VHS (RNFVHS)	0	34	1	35
Oversize (ROVER)	0	2	0	2
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	16	0	16
Software (RSWAR)	1	84	0	85
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	67	0	67
YA Audio book (RYAUDB)	0	15	0	15
YA Biography (RYAB)	0	1	0	1
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	12	170	9	191
YA Music CD (RYACD)	3	109	2	114

YA Nonfiction (RYANF)	4	22	0	26
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	3	1	16	20
Books on CD (WBKCD)	7	4	106	117
Books on Tape (WBKT)	0	0	4	4
Compact Disc (WCD)	14	10	342	366
Digital Audiobooks (WDA)	0	0	0	0
DVD (WDVD)	24	23	1711	1758
Equipment (WEQP)	0	0	37	37
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	34	34
Fiction (WFIC)	27	24	337	388
Fiction Fantasy (WFICF)	0	0	9	9
Fiction Mystery (WFICM)	6	6	90	102
Fiction New (WFICNEW)	29	17	319	365
Fiction Science Fiction (WFICSF)	2	0	6	8
Fiction Western (WFICW)	0	0	9	9
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	4	0	30	34
Hanging Bags (WHANG)	2	0	5	7
ILL (WILL)	1	1	33	35
Internet (WINTER)	0	0	955	955
Juv. Audio book (WJAUDB)	8	0	19	27
Juv. Biography (WJBIO)	1	3	4	8
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	15	16
Juvenile Easy (WJE)	31	6	418	455
Juv. Easy Non-fiction (WJENF)	3	0	42	45
Juv. Easy Reader (WJER)	1	0	147	148
Juv. Fiction (WJFIC)	24	19	258	301
Juv. Magazine (WJMAG)	0	0	13	13
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	9	13	224	246
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	2	88	92
Large Print Fiction (WLPF)	8	5	68	81
Large Print Nonfic (WLPNF)	3	0	13	16
Magazine (WMAG)	12	0	324	336
Non-Fiction 000 (WNF000)	0	0	7	7
Non-Fiction 100 (WNF100)	0	2	8	10
Non-Fiction 200 (WNF200)	1	2	10	13
Non-Fiction 300 (WNF300)	4	1	22	27
Non-Fiction 400 (WNF400)	1	0	1	2
Non-Fiction 500 (WNF500)	2	10	14	26
Non-Fiction 600 (WNF600)	28	7	104	139
Non-Fiction 700 (WNF700)	7	2	36	45
Non-Fiction 800 (WNF800)	2	0	1	3
Non-Fiction 900 (WNF900)	8	1	15	24

Nonfiction DVD (WNFDVD)	1	0	57	58
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	11	6	97	114
Nonfiction VHS (WNFVHS)	0	0	7	7
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	36	36
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	1	0	176	177
YA Audio book (WYAUDB)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	1	1	5	7
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	20	11	168	199
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	11	11
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	9033	9749	6854	25636

CIRCULATION BY HOLDINGS CODE
December 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	4	0	0	4
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	10	0	0	10
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	54	21	18	93
Books on CD (BKCD)	181	125	112	418
Books on Tape (BKT)	1	8	7	16
Compact Disc (CD)	325	329	352	1006
Digital Audiobooks (DA)	2	4	0	6
DVD (DVD)	1700	2573	1743	6016
Equipment (EQP)	106	132	37	275
See librarian (ERR)	0	0	0	0
Express Book (EXP)	61	37	34	132
Fiction (FIC)	914	698	362	1974
Fiction Fantasy (FICF)	15	0	9	24
Fiction Mystery (FICM)	158	14	100	272
Fiction New (FICNEW)	436	366	341	1143
Fiction Science Fiction (FICSF)	6	0	8	14
Fiction Western (FICW)	9	0	11	20

Genealogy (GENE)	1	0	0	1
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	40	76	31	147
Hanging Bags (HANG)	10	19	5	34
ILL (ILL)	64	58	33	155
Internet (INTR)	1173	1991	955	4119
Juv. Audio book (JAUDB)	22	13	23	58
Juv. Biography (JBIO)	31	30	7	68
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	41	16	15	72
Juvenile Easy (JE)	356	530	437	1323
Juv. Easy Non-Fiction (JENF)	43	29	48	120
Juv. Easy Reader (JER)	179	90	172	441
Juv. Fiction (JFIC)	319	422	296	1037
Juv. Holiday (JHOL)	158	1	2	161
Juv. Magazine (JMAG)	24	10	14	48
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	307	273	272	852
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	3	0	3
Juv. Reference (JREF)	1	0	0	1
Juv. Toddler (JTOD)	113	62	91	266
Large Print Fiction (LPF)	150	168	80	398
Large Print Nonfic (LPNF)	7	11	17	35
Magazine (MAG)	734	365	363	1462
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	9	8	7	24
Non-Fiction 100 (NF100)	5	29	9	43
Non-Fiction 200 (NF200)	28	20	10	58
Non-Fiction 300 (NF300)	76	65	30	171
Non-Fiction 400 (NF400)	9	3	2	14
Non-Fiction 500 (NF500)	30	45	15	90
Non-Fiction 600 (NF600)	223	169	126	518
Non-Fiction 700 (NF700)	82	63	43	188
Non-Fiction 800 (NF800)	25	20	2	47
Non-Fiction 900 (NF900)	91	43	20	154
Non-Fiction DVD (NFDVD)	50	95	60	205
Nonfiction (NFIC)	3	0	1	4
Nonfiction New (NFNEW)	151	164	106	421
Nonfiction VHS (NFVH)	17	34	8	59
Oversize (OVER)	0	3	0	3
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	2	0	0	2
Reference (REF)	63	70	29	162
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	4	16	0	20
Software (SWAR)	29	84	36	149
Vertical File (VF)	1	0	0	1

VHS	147	73	179	399
YA Audio book (YAUDB)	16	17	0	33
YA Biography (YAB)	2	2	0	4
YA Books on CD (YABKCD)	1	1	5	7
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	259	190	183	632
YA Music CD (YACD)	5	109	2	116
YA Nonfiction (YANF)	9	22	14	45
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	4	0	1	5
				0
Free reads	284	395	104	783
Games/Puzzles	0	17	0	17
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	9380	10231	6987	26598

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2037	1678	1050	4765
Nonfiction	925	808	468	2201
CHILDREN'S BOOKS				
Fiction	981	1104	996	3081
Nonfiction	542	336	329	1207
YA BOOKS				
Fiction	299	266	214	779
Nonfiction	11	24	14	49
Magazines, Adult	734	365	363	1462
Magazines, Children	24	10	14	48
Sound Recordings, adult	526	484	476	1486
Sound Recordings, ch	78	157	45	280
Online databases	0	0	0	0
Software	29	84	36	149
Vertical file	1	0	0	1
VHS/DVD	1914	2775	1990	6679
Equipment	106	132	37	275
Total	8207	8223	6032	22462
A-V Circulation	2547	3500	2547	8594
A-V Circulation as % of total	31.0%	42.6%	42.2%	38.3%

December 2010

DEMOTTE			RENSSELAER			WHEATFIELD			Total Circ.
Added	Withdrew	Circu- lation	Added	Withdrew	Circu- lation	Added	Withdrew	Circu- lation	
Vols.	Vols.		Vols.	Vols.		Vols.	Vols.		

ADULT BOOKS

Fiction	74	1	2,037	95	111	1,678	59	1	1,050	4,765
Nonfiction	74	4	925	99	9	808	44	77	468	2,201

Fiction	46	219	981	55	1	1,104	39	0	996	3,081
Nonfiction	22	1	542	44	27	336	8	0	329	1,207

Fiction	12	233	299	16	70	266	17	1	214	779
Nonfiction	0	0	11	0	0	24	0	1	14	49

Magazines,Adult			734			365			363	1,462
Magazines, Child			24			10			14	48
Games, Toys										0
Sound Rec/Adult	10	0	526	16	0	484	15	0	476	1,486
Sound Rec/Child	0	1	78	10	2	157	8	0	45	280
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	4	0	29	4	1	84	0	0	36	149
Vertical Files	0	0	1	0	0	0	0	0	0	1
VHS/DVD	49	0	1,914	90	5	2,775	30	1	1,990	6,679
Equipment			106			132			37	275
TOTAL	291	459	8,207	429	226	8,223	220	81	6,032	22,462

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	71,307	61,180	47,073
Circulation Increase/Decrease	-10.3%	-5.2%	-2.3%

MONTHLY SYSTEM STATISTICS	2009	2010	% change
Current month's Circulation	23,997	22,462	-6.4%
Jan. to date circulation	353,034	333,540	-5.5%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
19,836	19,909	11,434	11,418	12,784	12,842
18,530	18,600	19,756	19,846	9,980	9,947
Fiction					
Nonfiction					
CHILDREN'S BKS					
13,722	13,549	11,300	11,354	9,680	9,719
8,972	8,993	6,150	6,167	5,295	5,303
Fiction					
Nonfiction					
YA BOOKS					
2,226	2,005	2,417	2,363	2,032	2,048
496	496	694	694	190	189
Fiction					
Nonfiction					
Magazines,Adult					
Magazines, Child					
0	0	20	20	0	0
Games, Toys					
2,909	2,919	3,395	3,411	3,218	3,233
Sound Rec/Adult					
641	640	500	508	663	671
Sound Rec/Child					
25	25	16	16	1	1
Online Databases					
358	362	354	357	181	181
Software					
3	3	.	.	0	0
Vertical Files					
3,639	3,688	4,799	4,884	2,853	2,882
VHS/DVD					
118	118	142	142	57	57
Equipment					
71,475	71,307	60,977	61,180	46,934	47,073
TOTAL					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

December 2010

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	185	40	174	38	212	46	571	124
LOCAL HISTORY								
In person	4	1	3	1	0	0	7	2
Letters written	8	8	10	10	0	0	18	18
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1173	49	1991	83	955	40	4119	172
Computer software used	138	12	123	10	97	8	358	30
VCR Use	0	0	0	0	0	0	0	0
Microforms	0	0	38	5	0	0	38	5
CD ROM/Online databases	139	12	294	25	131	11	564	47
Typewriter use	1	0	0	0	0	0	1	0
Other equipment used	0	0	0	0	0	0	0	0
OTHER LIBRARY SERVICES USED								
Outreach activities	35	35	15	10	0	0	50	33
Notarized documents	10	3	33	8	1	0	44	11
Meeting Room Use (no. of group)	41	14	44	15	28	9	113	38
Study room use	21	2	11	1	26	2	58	5
Proctoring	0	0	5	3	0	0	5	3
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	97		427		129		653	
WIRELESS USE via patron owned pcs	111		216		180		507	
SELF-CHECKOUT USE	194		548		374		1116	
INTERLIBRARY LOANS								
Requests made for:	74	19	60	15	22	6	156	39
Items rec'd for:	63	32	70	35	29	15	162	81
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8190	8288	4619	21097
Non-resident, paying	1	4	0	5
PLAC card users	0	4	0	4
Reciprocal borrowers	382	410	84	876
Number of New Patrons Added	29	33	85	
Number of Patron Cards Expired	574	570	421	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	1	6	0	0	1	6
Children's Programs (0-13)	3	18	13	78	8	48	24	144
Number attending	53		112		185		350	
YA Programs (14-17)	1	6	2	12	1	6	4	24
Number attending	4		8		3		15	
Adult Programs	1	6	2	12	0	0	3	18
Number attending	8		55		22		85	
Senior Citizen Programs	6	36	4	24	4	24	14	84
Number attending	45		69		19		133	
Total Number of Programs	11	66	22	132	13	78	46	276
Total Persons Attending	110		244		229		583	
Total Attending Same Month Last	297		337		214		848	
Total Staff Hours Spent		290		390		214		883
Total Number of In-House Program	3		19		9		31	
Total Attendance	17		170		75		262	
Total Number of Outreach Program	8		3		4		15	
Total Attendance	93		74		154		321	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6160	75.6%	5480	67.1%	4124	68.7%	15764	70.6%
Corporate	2	0.0%	33	0.4%	0	0.0%	35	0.2%
Juvenile 0-11	165	2.0%	213	2.6%	57	0.9%	435	1.9%
Juvenile-AV	901	11.1%	796	9.7%	875	14.6%	2572	11.5%
Nonresident No Fee	51	0.6%	110	1.3%	52	0.9%	213	1.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	18	0.2%	0	0.0%	18	0.1%
Reciprocal Adult	201	2.5%	229	2.8%	69	1.1%	499	2.2%
Reciprocal Juvenile	0	0.0%	9	0.1%	0	0.0%	9	0.0%
Reciprocal Juvenile AV	6	0.1%	16	0.2%	4	0.1%	26	0.1%
Reciprocal YA	19	0.2%	7	0.1%	0	0.0%	26	0.1%
Reciprocal YA AV	0	0.0%	14	0.2%	2	0.0%	16	0.1%
School	0	0.0%	4	0.0%	0	0.0%	4	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	30	0.4%	2	0.0%	32	0.1%
Staff	387	4.8%	801	9.8%	573	9.5%	1761	7.9%
Walking books	52	0.6%	70	0.9%	0	0.0%	122	0.5%
YA 12-17	32	0.4%	71	0.9%	17	0.3%	120	3.0%
YA-AV	168	2.1%	269	3.3%	228	3.8%	665	3.0%
Total	8144		8170		6003		22317	
 All items borrowed by nonresidents	 277	 3.4%	 437	 5.3%	 129	 2.1%	 843	 3.8%

2011 Salary Ordinance

R 7

Employee:	Classification	Date - Wage Increase	Hrs/ Week	Hourly Rate	Annual Gross Salary
Amalong, Rebecca	TS Librarian	3/16	40	19.52/19.91	\$41,256.80
Barko, Donna	Spec 1	1/1	35	\$12.47	\$22,695.40
on, Angela	Spec 3	1/1	35	\$15.53	\$28,264.60
le, Marlene	Spec 1	1/1	32	\$17.46	\$29,053.44
Brinkley, Shawna	Page	6/1	10	\$7.45/\$7.55	\$3,905.00
Bristol, Evie	YS Spec 3	1/1	35	\$16.17	\$29,429.40
Capehart, Rebecca	Page-R	1/1	10	\$7.55	\$3,926.00
Carr, Renee	Spec 1	1/1	10	\$18.12	\$9,422.40
Cavinder, Rachael	Spec 3	1/1	35	\$17.11	\$31,140.20
DeJong, Derek	Janitor-R	1/1	10	\$11.62	\$6,042.40
DeVries, Carolyn	Asst 1	1/1	21	\$10.51	\$11,476.92
Del Vecchio, Yvonne	Asst 1	1/1	32	\$11.02	\$18,337.28
Delger, Kim	Asst 2	1/1	32	\$12.50	\$20,800.00
Duran, Emily	Spec 1	1/1	40	\$15.68	\$32,614.40
Edelman, Rebekah	Page-R	1/1	10	\$7.70	\$4,004.00
Evans, Gail	Bus. Mgr	1/1	40	\$21.23	\$44,158.40
Gilmore, Rayann	Asst 2	1/1	40	\$12.37	\$25,729.60
Havens, Denise	Clerk-D	1/1	24	\$10.98	\$13,703.04
Hay, Karly	Page - R	6/16	10	\$7.45/ \$7.55	\$3,903.00
Huddleston, Jamie Lee	Page -D	3/16	10	\$7.45/\$7.55	\$3,916.00
Jones, Jamie	Asst. 2	1/1	40	\$12.40	\$25,792.00
Jones, Margaret	Janitor - W	4/16	13	11.08/\$11.19	\$7,542.99
Kooy, Diana	Lib 1	1/1	40	\$21.53	\$44,782.40
Kristoff, Deborah	Page-D	1/1	10	\$7.85	\$4,082.00
Kristoff, Deborah	Clerk - W	2/1	14	\$9.50/ \$9.60	\$6,983.20
Lambert, Jean	Asst 1-TS	1/1	8	\$10.27	\$4,272.32
Lambert, Jean	Jan - D & W	1/1	23	\$11.56	\$13,825.76
Lambert, Jean	Page-W	1/1	9	\$7.85	\$3,673.80
Lilly, Annette	Clerk-R	1/1	17.5	\$9.69	\$8,817.90
Little, James	Maintenance-W	1/1	3	\$12.56	\$1,959.36
Luke, Todd	Maintenance-R	1/1	6	\$12.56	\$3,918.72
Maxwell, Sheila	Sys Adm	1/1	40	\$26.52	\$55,161.60
Molenaar, Mary	Spec. 1	1/1	40	\$13.23	\$27,518.40
olski, Diane	Asst 2	1/1	32	\$15.81	\$26,307.84
ips, Nancy	Asst 2	1/1	35	\$12.25	\$22,295.00
Poortenga, Linda	Lib 3	1/1	40	\$22.36	\$46,508.80
Reasoner, Beth	Asst 2	1/1	35	\$12.95	\$23,569.00
Rucker, Marilyn	Page-W	2/1, 5/1, 11/1	9	7.25/7.35/7.45/7.55	\$3,475.80
Salyer, Beth	Clerk-R	1/1	15.5	\$12.13	\$9,776.78
Shields, Stephanie	Clerk-R	1/1	12	\$9.61	\$5,996.64
Smith, Cynthia	Clerk - R	3/1	13	\$9.50/ \$9.60	\$6,479.20
Smith, Melissa	Clerk	5/1	12	\$9.50/ \$9.60	\$5,970.00
Smith, Toni	Clerk	4/16	14	\$9.50/ \$9.60	\$6,967.80
Speacht, Nanette	Asst 2	1/1	32	\$13.32	\$22,164.48
Steele, Robin	Clerk-W	1/1	14	\$9.99	\$7,272.72
Stringfellow, Patty	Director	1/1	40	\$27.82	\$57,865.60
Sue, Carolyn	Janitor-R	1/1	20	\$11.62	\$12,084.80
Tachtiris, Jill	Ref Spec 3	1/1	40	\$18.38	\$38,230.40
Thompson, Brenda	Lib 3	1/1	40	\$22.02	\$45,801.60
Thompson, Linda	Asst 2	1/1	32	\$14.56	\$24,227.84
Tobias, Sue	HR Spec 3	1/1	32	\$15.16	\$25,226.24
Vis, Virginia Jntr	Janitor - D	1/1	20	\$14.69	\$15,277.60
Vis, Virginia clerk	Clerk-D	1/1	20	\$11.45	\$11,908.00
Widner, Melissa	Spec 3	1/1	40	\$15.44	\$32,115.20
Woods, Margaret	Spec 3	1/1	40	\$18.23	\$37,918.40
Wynkoop, Dorene	Clerk-W	1/1	14	\$9.90	\$7,207.20
Zellon, Joe	Courier	1/1	10	\$12.99	\$6,754.80
Zellon, Kathleen	Clerk-D	1/1	12	\$10.15	\$6,333.60
DeMotte Extra	Clerk-D	1/1	9	\$10.98	\$5,138.64
TS Clerk	Clerk - R	1/1	16	\$9.69	\$8,062.08
TOTAL					\$1,104,982.71
EXTRA INSURANCE PARTICIPANT.....					
Total			1,423	\$14.93	\$1,104,982.71

I have examined and approved the year 2011 Jasper County Public Library Salary Ordinance dated January 10, 2011.

Natalie Waling
Janell L. Napier
Jody Melton

Janet Kunkel
Trinity H. Schmitt

Director's Financial Report 2010

The library began the year with \$2,232,121.63 for all funds and ended with \$2,660,076.42, a gain of \$427,954.79. This increase primarily was designated for Rainy Day and CPF.

The library spent 94.35% of our Operating Fund budget. We began 2010 with \$621,190.73 in the Operating Fund and the year ending with a balance of \$658,796.81. This was possible with a \$73,602 Levy Excess transfer completed in December to help fund the 2011 budget. Since the state is disbursing CAGIT money on a monthly basis now, the library's goal is to have \$500,000 in the Operating Fund to start the year for operating expenses until property taxes are distributed in June.

Property tax revenues were a little less (94.35%) than anticipated for 2010, however, other sources of revenue make up for it. The LOIT Freeze that comes from the state could be viewed as a trade-off for the reduction in property taxes that we have seen in the past couple of years. LOIT Freeze money was slow in coming since its inception in 2007 and not received until 2009 which also included receipts from the prior two years. LOIT Freeze revenue for 2010 was a hefty \$137,444. License Excise taxes were also substantially up for this year.

We received a special CAGIT distribution of \$225,904.47 that was deposited into the Rainy Day Fund in 2010.

The State Library again deposited \$9655 into JCPL's State Technology Fund Grant Fund for our Internet connections (7/1/10-6/30/11).

The board approved the transfer of \$30,000 from the 2010 Operating Fund into LIRF in December giving us a reserve of \$215,110.13.

At the end of 2010 the library has accumulated \$1,006,019.73 in CPF for future allocations.

Interest rates have been going down throughout the year. Our sweep account at Alliance Bank has steadily decreased from a high of 1.05% to .50%. We were fortunate to be able to re-invest \$500,000 at 1.8% in August for a one-year term using CPF funds.

The overall financial picture of the library is excellent with receipts exceeding expenses. We receipted in \$3,214,941.68 and spent \$2,786,986.89. We look forward to an even brighter outlook for 2011 and that the economy is on the upswing.

Accounting Practices for 2011

Interest from the Operating Fund and BIRF will be credited to the Operating Fund. LIRF (Library Improvement Reserve Fund) and the Construction Fund will each be separately invested and interest credited back to the same account. Capital Projects Fund Interest will be credited to the Capital Projects Fund.

Mari Anne Sayler will hold the office of Assistant Board Treasurer and be bonded as is the Treasurer. She will be authorized to sign checks in the absence of the Treasurer.

DeMotte State Bank and Alliance Bank are designated as the library's depositories. The majority of the library's funds will be deposited in Alliance Bank. A threshold amount is retained in a checking account there to offset bank charges; the remainder is invested in a Repurchase Agreement.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

Mileage will be paid at the IRS approved rate.

For employees working 35 or more hours per week, the Library will pay 80% of their health/life insurance premiums through Anthem Blue Cross/Blue Shield. For employees working 30-34 hours per week, the Library will pay 50% of the health/life insurance premium. The Library will pay all but \$1.00 of the life insurance policy for all employees working 30 hours or more per week that elected to take only life insurance.

Electronic fund transfers will be used to pay state, county and federal payroll taxes. They may also be used as an emergency measure when the library is unable to make a timely contractual payment by check.

The Library will pay employees through the use of direct deposit.

Online banking may be used to make payments for utilities, insurance, conference fees, telephone charges, courier mileage, trash pick-up, and other bills that would otherwise incur late fees between library board meetings.

The Director and Business Manager are authorized to make internal bank transfers between library accounts.

The Director may dispose of unwanted or inoperable library property without board approval as long as it has a value of \$1000 or less per item, with a cumulative value of no more than \$5000. Library listservs, E-bay, or other similar online sites will be used for disposal when this seems the most cost-effective method to use.

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Jasper County Public Library must pay its bills on time and the Jasper County Public Library board requests that all bills be paid by their due date, Jasper County Public Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16(a)(1-17):

- Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- Dues, subscriptions, and publications.
- License or permit fees.
- Insurance premiums.
- Utility payments or connection charges.
- Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- Grants of state funds authorized by statute.
- Maintenance and service agreements.
- Legal retainer fees.
- Conference fees.
- Expenses related to the educational or professional development of an individual employed by the library board, including:
 - (A) inservice training;
 - (B) attending seminars or other special courses of instruction; and
 - (C) tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
- Leases or rental agreements.
- Bond or coupon payments.
- Payroll costs.
- State, federal, or county taxes and mandated garnishments.
- Expenses that must be paid because of emergency circumstances.
- Credit card and Store Charge Account payments
- Mileage expenses for courier service by employee
- expenses incurred to advertise and promote the programs and services of the library
- Other expenses described in another library board resolution.

The Jasper County Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before

payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 10th day of January, 2011.

NAY

AYE

Natalie A. Waling
Debbie L. Harper
Donna L. Smith
Janet M. Umlof
Timothy N. Schult

ATTEST:

Janet M. Umlof
Secretary of Appropriating Body

VHS and DVD POLICY

1. Borrower must be a registered JCPL library user in good standing.
2. Borrower must be 18 years of age or older, or 17 years of age and younger, with a consent form signed by a parent/legal guardian to borrow VHS/DVDs.
3. Loan period for entertainment VHS/DVDs will be two days including Sundays and holidays with no renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open. Loan period for nonfiction VHS and nonfiction DVDs will be three weeks.
4. Entertainment VHS/DVDs may be borrowed for an extended loan period of 1 week with no renewals for educational purposes and for civic organizations. Civic organizations or other entities borrowing VHS/DVDs for public performance may obtain an extended loan. It is the group's responsibility to determine that the VHS/DVD has been cleared for public performance.
5. Each person may borrow two (2) entertainment VHS, two (2) entertainment DVDs and two (2) nonfiction VHS, and (2) nonfiction DVDs which he/she must return before borrowing others.
6. Fines will be \$1.00 per day per title returned after due date.
7. No reserves will be taken on VHS or DVDs except in the following situations:

A teacher or student wishing to use a VHS or DVD in an educational setting may reserve the item for a specific date. For student reserves, verification from a teacher may be required. Other group leaders wishing to use a VHS/DVD may also reserve the item for a specific date. In all cases, the VHS/DVD may not be reserved more than 7 days prior to the date needed. If an item is not available, the patron may request that staff place a hold on the desired item if it is currently on the shelf at another branch.

Patrons wishing to reserve a non-fiction VHS/DVD may do so if staff places the hold for them.

Adopted 5/94; last revised 1/10

LCD Projector Policy

1. Groups which have reserved JCPL's meeting rooms may use the library's LCD projector at no cost.
2. The LCD Projector may be used in any of the meeting rooms of the DeMotte, Wheatfield, or Rensselaer libraries.
3. The designated LCD projector that is housed at Rensselaer may also be rented for use outside the library, with a deposit of \$100 and a \$10.00 fee per day. The \$100 deposit will be refunded as soon as staff determine that all pieces have been returned and the equipment is not damaged. As with all library equipment, the person renting the equipment must be at least 18 years old, a JCPL cardholder in good standing and must sign an agreement to pay for any damage to the equipment incurred during the time it is out of the library's possession.
4. The LCD Projector will be reserved on a first come first served basis. It may be borrowed for a period of 24 hours only unless special arrangements have been made through the Outlook Equipment schedulers.
5. Individuals using the projector must provide their own laptop or desktop computer. (Not all computers are compatible with the LCD projector).
6. Individuals using the projector must know how to use the equipment. If they do not, they will be required to make an appointment with staff prior to day of use for minimal training. ~~For problems that go beyond staffs' level of expertise, a user's manual and toll free number for assistance will be available.~~
7. Projector users are responsible for repair or replacement costs of any projector component beyond normal wear.

2/2000; last revised 2/03; 2/05; revised 1/07; revised 1/10

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

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- License or permit fees.
- Insurance premiums.
- Utility payments or connection charges.
- Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- Grants of state funds authorized by statute.
- Maintenance and service agreements.
- Legal retainer fees.
- Conference fees.
- Expenses related to the educational or professional development of an individual employed by the library board, including:
 - (A) inservice training;
 - (B) attending seminars or other special courses of instruction; and
 - (C) tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
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- Bond or coupon payments.
- Payroll costs.
- State, federal, or county taxes and mandated garnishments.
- Expenses that must be paid because of emergency circumstances.
- Credit card and Store Charge Account payments
- Mileage expenses for courier service by employee
- expenses incurred to advertise and promote the programs and services of the library
- Other expenses described in another library board resolution.

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payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 10th day of January, 2011.

NAY

AYE

ATTEST: _____
Secretary of Appropriating Body

R15

LAW OFFICES
DUMAS, WEIST & MAHNESMITH

AN ASSOCIATION INCLUDING A PROFESSIONAL CORPORATION

119 WEST HARRISON STREET

RENSSELAER, INDIANA

47978

MEMBERS OF THE FIRM

RENSSELAER OFFICE:
EDWARD P. DUMAS
KENT E. MAHNESMITH

FOWLER OFFICE:
WILLIAM B. WEIST
JOHN C. WRIGHT
WEIST BUILDING
P.O. BOX 101
FOWLER, IN 47944
(765) 884-1840
FAX (765) 884-8450

THOMAS B. DUMAS
(1918-1998)
WILLIAM J. MORIARTY, JR.
(1939-1993)

(219) 866-4158
FAX (219) 866-2274
edd@nwils.com
kentm@nwils.com

August 22, 2007

Patti Stringfellow, Administrator
Jasper County Public Library
208 W. Susan Street
Rensselaer, IN 47978

Re: Conflicts of Interest

Dear Patti:

I am enclosing for your file a copy of Indiana Code 35-44-1-3.

This statute provides that a public servant who knowingly or intentionally has a pecuniary interest in, or who derives a profit from, a contract or purchase with an action by the governmental entity served by the public service commits a crime. However, no crime is committed so long as the public servant makes disclosure under Sections (d)(1) through (d)(6). In order to file disclosures, you can see the required information in subparagraph (d). You will also note that the disclosure statement must be filed with the State Board of Accounts and the Clerk of the Circuit Court in the County where the governmental entity takes action on the contract or purchase.

Therefore, with respect to any disclosures required by your Board members, please note the filing requirements.

If you have further questions, please do not hesitate to call.

Sincerely,

Edward P. Dumas

EPD:bm
Enclosure

JCPL FINANCIAL STATEMENT

December 31, 2010

	<u>Beginning 2010 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,190.73	\$175,578.44	\$1,912,799.40	\$500,338.15	\$1,950,405.48	\$658,796.81
Includes Investments of:						
Public Library Access Card Fund	\$30.00	\$0.00	\$80.00	\$50.00	\$100.00	\$50.00
Gift Fund	\$7,026.05	\$1,555.34	\$12,970.43	\$183.00	\$12,730.66	\$6,786.28
DeMotte	\$1,410.73	\$385.64	\$3,833.25	\$153.00	\$4,117.44	\$1,694.92
Rensselaer	\$3,435.04	\$267.02	\$6,126.22	\$30.00	\$6,590.02	\$3,898.84
Wheatfield	\$2,180.28	\$902.68	\$3,010.96	\$0.00	\$2,023.20	\$1,192.52
Library Improvement Reserve Fund	\$217,059.63	\$0.00	\$33,434.70	\$30,081.11	\$31,485.20	\$215,110.13
Includes Investments of:						
Bond & Interest Redemption Fund	\$151,728.45	\$0.00	\$320,378.75	\$124,650.73	\$347,671.55	\$179,021.25
Includes Investments of \$0.00						
Rainy Day Fund	\$93,600.90	\$0.00	\$15,647.05	\$0.00	\$225,904.47	\$303,858.32
Includes Investments of \$0.00						
State Technology Fund G	\$10,111.97	\$0.00	\$10,111.97	\$9,655.00	\$9,655.00	\$9,655.00
Capital Projects Fund	\$776,883.86	\$38,855.23	\$50,000.00	\$97,931.11	\$279,135.87	\$1,006,019.73
Includes Investments of \$500,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$188.50	\$0.00	\$188.50	\$0.00
Levy Excess Fund	\$158,523.15	\$73,602.00	\$73,602.00	\$0.00	\$4,530.78	\$89,451.93
Sales Tax	\$18.35	\$0.00	\$18.16	\$0.70	\$20.62	\$20.81
Construction Fund	\$183,497.54	\$895.65	\$5,635.03	\$43.26	\$776.33	\$178,638.84
Includes Investments of \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,526.38	\$81,620.73	\$7,526.38	\$81,620.73	\$0.00
FICA Tax Collected	\$0.00	\$6,729.76	\$79,532.28	\$6,729.76	\$79,532.28	\$0.00
State Tax Collected	\$3,378.33	\$3,274.99	\$39,628.08	\$3,431.56	\$39,681.31	\$3,431.56
County Tax Collected	\$2,289.85	\$2,267.89	\$27,961.82	\$2,416.05	\$28,088.07	\$2,416.10
Deferred Comp.	\$0.00	\$2,520.00	\$30,240.00	\$2,520.00	\$30,240.00	\$0.00
#125 Pre-tax Plan	\$25.42	\$3,309.19	\$36,373.72	\$3,234.87	\$36,348.30	\$0.00
Employee Life Insur.	\$0.00	\$270.32	\$1,600.76	\$135.16	\$1,600.76	\$0.00
Employee P.E.R.F.	\$6,547.40	\$0.00	\$26,296.23	\$2,227.97	\$26,358.49	\$6,609.66
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$28,867.28	\$0.00	\$28,867.28	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,232,121.63	\$316,385.19	\$2,786,986.89	\$791,154.81	\$3,214,941.68	\$2,660,076.42

Bank Balances
Jasper County Public Library
Report as of: 12/31/2010

<i>Bank</i>		
1	Alliance Bank	\$1,763,854.75
2	Demotte State Bank	\$2,262.70
3	Alliance Bank-LIRF Acct	\$215,110.13
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$178,638.84
7	Rensselaer Banking Ctr CD#400041737/400042127	\$500,000.00
8		
9		
10		
11		

Total all banks = \$2,660,076.42

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
8/5/2011	400042127	Rensselaer Banking Ctr.	12 mon	\$500,000.00	1.80%	CPF	8/5/2010		

CLOSED INVESTMENTS:

8/5/2010	400041737	Rensselaer Banking Ctr.	6 mon	\$500,000.00	1.15%	CPF	2/5/2010	\$2,859.47	Reinvested at higher rate
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TOTAL INTEREST EARNED:

\$2,859.47

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 12/1/2010 To 12/31/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$56,722.00	\$0.00	\$56,722.00	\$4,726.80	\$56,675.67	\$46.33	99.9
1.12 SALARY OF ASSISTANTS	\$975,100.00	\$0.00	\$975,100.00	\$81,174.09	\$956,918.44	\$18,181.56	98.1
1.13 WAGES OF JANITORS	\$66,202.00	\$0.00	\$66,202.00	\$5,305.38	\$62,394.63	\$3,807.37	94.2
1.21 EMPLOYER'S SHARE-FICA	\$83,999.00	\$612.48	\$84,611.48	\$5,499.08	\$78,301.60	\$6,309.88	92.5
1.22 UNEMPLOYMENT COMPENSATION	\$6,723.00	\$0.00	\$6,723.00	\$0.00	\$4,019.04	\$2,703.96	59.8
1.23 EMPLOYER'S CONTRIB.- PERF	\$69,506.00	\$0.00	\$69,506.00	\$0.00	\$68,863.32	\$642.68	99.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$94,250.00	\$0.00	\$94,250.00	\$6,679.54	\$82,526.96	\$11,723.04	87.6
Subtotal	\$1,352,502.00	\$612.48	\$1,353,114.48	\$103,384.89	\$1,309,699.66	\$43,414.82	96.8
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$270.00	\$164.83	\$434.83	\$115.54	\$434.83	\$0.00	100.0
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$257.50	\$42.50	85.8
2.13 OTHER OFFICE SUPPLIES	\$11,000.00	(\$789.39)	\$10,210.61	\$1,079.41	\$6,156.80	\$4,053.81	60.3
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$663.02	\$5,971.06	\$28.94	99.5
2.23 OTHER OPERATING SUPPLIES	\$5,000.00	\$181.26	\$5,181.26	\$1,020.11	\$5,181.26	\$0.00	100.0
2.3 REPAIR & MAINTENANCE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$822.30	\$177.70	82.2
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$31.44	\$64.88	\$135.12	32.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$550.00	\$332.11	\$882.11	\$31.12	\$882.11	\$0.00	100.0
2.4 OTHER SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.41 LIBRARY SUPPLIES	\$13,000.00	\$141.78	\$13,141.78	\$2,120.51	\$13,141.78	\$0.00	100.0
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$44.02	\$98.02	\$1.98	98.0
Subtotal	\$37,420.00	\$30.59	\$37,450.59	\$5,105.17	\$33,010.54	\$4,440.05	88.1
3. Other Services and Charges							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,388.00	\$3,612.00	27.8
3.14 OTHER PROFESSIONAL SERVICES	\$6,417.00	\$0.00	\$6,417.00	\$425.00	\$3,821.33	\$2,595.67	59.6
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$66.26	\$4,190.68	\$9.32	99.8
3.22 POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$245.23	\$2,180.61	\$2,819.39	43.6
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$2,065.69	\$17,158.63	\$3,841.37	81.7
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$109.58	\$7,472.83	\$527.17	93.4
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$167.83	\$1,799.86	\$0.14	100.0
3.26 NETWORKING	\$7,800.00	\$0.00	\$7,800.00	\$885.00	\$1,601.42	\$6,198.58	20.5
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$696.64	\$403.36	63.3
3.33 MARKETING ADVERTISING	\$900.00	\$0.80	\$900.80	\$0.00	\$900.80	\$0.00	100.0
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$26,000.00	\$2,527.00	\$28,527.00	\$0.00	\$23,364.00	\$5,163.00	81.9
3.51 GAS	\$50,000.00	(\$12,627.00)	\$37,373.00	\$2,192.76	\$18,326.68	\$19,046.32	49.0
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$5,369.90	\$68,645.90	\$1,354.10	98.1
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$134.75	\$1,299.85	\$700.15	65.0
3.54 WASTE DISPOSAL SERVICES	\$4,750.00	\$0.00	\$4,750.00	\$359.27	\$4,445.80	\$304.20	93.6
3.61 BUILDING & STRUCTURES	\$52,057.00	\$9,679.22	\$61,736.22	\$4,793.19	\$61,736.22	\$0.00	100.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$900.00	\$311.39	\$1,211.39	\$0.00	\$1,211.39	\$0.00	100.0
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$245.40	\$4.60	98.2
3.91 DUES	\$2,400.00	\$0.00	\$2,400.00	\$24.00	\$457.50	\$1,942.50	19.1
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00	100.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$551.33	\$651.33	\$218.01	\$599.22	\$52.11	92.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$82,845.00	\$2,702.69	\$85,547.69	\$3,075.26	\$85,547.69	\$0.00	100.0
Subtotal	\$383,114.00	\$3,145.43	\$386,259.43	\$50,141.68	\$337,240.45	\$49,018.98	87.3
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$12,750.00	\$410.19	\$13,160.19	\$2,644.09	\$13,160.19	\$0.00	100.0
4.51 BOOKS	\$142,210.00	\$70.95	\$142,280.95	\$8,123.61	\$131,713.18	\$10,567.77	92.6
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	(\$410.19)	\$20,721.81	\$1,092.42	\$20,688.38	\$33.43	99.8
4.53 NONPRINTED MATERIALS	\$78,100.00	\$0.00	\$78,100.00	\$5,086.58	\$67,287.00	\$10,813.00	86.2
Subtotal	\$254,192.00	\$70.95	\$254,262.95	\$16,946.70	\$232,848.75	\$21,414.20	91.6
Grand Total	\$2,027,228.00	\$3,859.45	\$2,031,087.45	\$175,578.44	\$1,912,799.40	\$118,288.05	94.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 120 RENS/DEM & WHTFLD BIRF
Jasper County Public Library

Report Date: From 12/1/2010 To 12/31/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$0.00	\$630.00	\$0.00	100.0
3.81 PAYMENT OF BONDS	\$230,000.00	\$0.00	\$230,000.00	\$0.00	\$230,000.00	\$0.00	100.0
3.82 INTEREST-BONDS	\$89,749.00	\$0.00	\$89,749.00	\$0.00	\$89,748.75	\$0.25	100.0
Subtotal	\$320,379.00		\$320,379.00	\$0.00	\$320,378.75	\$0.25	100.0
Grand Total	\$320,379.00	\$0.00	\$320,379.00	\$0.00	\$320,378.75	\$0.25	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 12/1/2010 To 12/31/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$20,000.00	\$24,730.50	\$44,730.50	\$0.00	\$33,434.70	\$11,295.80	74.7
Subtotal	\$30,000.00	\$24,730.50	\$54,730.50	\$0.00	\$33,434.70	\$21,295.80	61.1
Grand Total	\$30,000.00	\$24,730.50	\$54,730.50	\$0.00	\$33,434.70	\$21,295.80	61.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 151 RAINY DAY FUND

Jasper County Public Library

Report Date: From 12/1/2010 To 12/31/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$1,615.00	\$1,615.00	\$0.00	\$1,615.00	\$0.00	100.0
3.26 NETWORKING	\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$10,300.00	0.0
3.61 BUILDING & STRUCTURES	\$56,000.00	(\$15,647.05)	\$40,352.95	\$0.00	\$0.00	\$40,352.95	0.0
Subtotal	\$66,300.00	(\$14,032.05)	\$52,267.95	\$0.00	\$1,615.00	\$50,652.95	3.1
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$0.00	\$14,032.05	\$14,032.05	\$0.00	\$14,032.05	\$0.00	100.0
Subtotal	\$0.00	\$14,032.05	\$14,032.05	\$0.00	\$14,032.05	\$0.00	100.0
Grand Total	\$66,300.00	\$0.00	\$66,300.00	\$0.00	\$15,647.05	\$50,652.95	23.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 160 CAPITAL PROJECTS FUND

Jasper County Public Library

Report Date: From 12/1/2010 To 12/31/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.26 NETWORKING	\$600.00	\$525.00	\$1,125.00	\$1,125.00	\$1,125.00	\$0.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$18,316.00	\$3,057.54	\$21,373.54	\$10,514.70	\$21,373.54	\$0.00	100.0
Subtotal	\$18,916.00	\$3,582.54	\$22,498.54	\$11,639.70	\$22,498.54	\$0.00	100.0
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$29,194.00	(\$2,958.34)	\$26,235.66	\$25,982.10	\$26,235.66	\$0.00	100.0
4.53 NONPRINTED MATERIALS	\$1,890.00	(\$624.20)	\$1,265.80	\$1,233.43	\$1,265.80	\$0.00	100.0
Subtotal	\$31,084.00	(\$3,582.54)	\$27,501.46	\$27,215.53	\$27,501.46	\$0.00	100.0
Grand Total	\$50,000.00	\$0.00	\$50,000.00	\$38,855.23	\$50,000.00	\$0.00	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
11/15/2010	100 OPERATING FUND	1.21 EMPLOYER'S SHARE-FICA	\$612.48	Social Security HIRE Act Refund
12/29/2010	100 OPERATING FUND	2.11 OFFICIAL RECORDS	\$164.83	Added to Approp. Per Board Approval 12/29 Bd. Mtg.
12/13/2010	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$30.59	Reimbursement -personal purchase. See A/P#1081 & A/R #555
12/29/2010	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	(\$819.98)	Reduce Approp. Per Board Approval 12/29 Bd. Mtg.
12/29/2010	100 OPERATING FUND	2.23 OTHER OPERATING SUPPLIES	\$181.26	Added to Approp. Per Board Approval 12/29 Bd. Mtg.
12/29/2010	100 OPERATING FUND	2.33 REPAIR PARTS	\$332.11	Added to Approp. Per Board Approval 12/29 Bd. Mtg.
12/29/2010	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	\$141.78	Added to Approp. Per Board Approval 12/29 Bd. Mtg.
12/29/2010	100 OPERATING FUND	3.33 MARKETING ADVERTISING	\$0.80	Added to Approp. Per Board Approval 12/29 Bd. Mtg.
10/19/2010	100 OPERATING FUND	3.42 OTHER INSURANCE	\$2,373.00	Refund on overpymt of premium, A/P #410
11/15/2010	100 OPERATING FUND	3.42 OTHER INSURANCE	\$154.00	Overpymt of Ins. Premium A/P #410
12/29/2010	100 OPERATING FUND	3.51 GAS	(\$12,627.00)	Reduce Approp. Per Board Approval 12/29 Bd. Mtg.
3/8/2010	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$67.10	Ins Refund-Truck Accident @ DeM. (A/P #221
12/29/2010	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$9,612.12	Added to Approp. Per Board Approval 12/29 Bd. Mtg.
12/29/2010	100 OPERATING FUND	3.62 EQUIPMENT REPAIRS	\$311.39	Added to Approp. Per Board Approval 12/29 Bd. Mtg.
3/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Lost Bk Pd 2/12/10 Found-Refunded A/P #188
3/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.05	Lost Bk Pd 1/19/10 Found-Refunded A/P #181
4/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.95	Lost Bk Pd 2/22/10 Found-Refund A/P #349
4/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.64	Lost Bk Pd 3/12/10 Found-Ref A/P #296
5/10/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$18.95	Lost Bk Pd 1/19/10 Found-Refund A/P #443
5/10/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.00	Lost Mag Pd 3/29/10 Found-Refund A/P #418
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.95	Lost Bk Pd 3/6/10 Found-Refund A/P #569
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.00	Lost Bk Pd 6/28/10 Found-Refund A/P #566
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.00	Lost Bk Pd 2/2/10 Found-Refund A/P #608
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.95	Lost Bk Pd 3/12/10 Found-Refund A/P #572
8/9/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$25.95	Lost Bk Pd 7/6/10 Found-Refund A/P #662
8/9/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$29.99	Lost Bk Pd 6/22/10 Found-Refund A/P #688
8/9/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Lost Bk Pd 5/12/10 Found-Refund A/P #709
9/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.99	Lost Bk Pd 7/20/10 Found-refund A/P #756

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
9/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$40.00	Lost item Pd 8/12/10 Found-refund A/P #795
9/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$18.99	Lost Bk Pd 1/20/10 Found-refund A/P #785
9/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$6.99	Lost Bk Pd 8/11/10 Found-refund A/P #768
9/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.99	Lost Bk Pd 5/12/10 Found-refund A/P #757
10/11/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Lost Bk Pd 7/30/10 Found-refund A/P #872
10/11/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.00	Lost Bk Pd 8/2/10 Found-refund A/P #900
11/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	Lost Bk Pd 10/22/10 Found-refund A/P #960
12/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.99	Lost Bk Pd 10/25/10 Found-refund A/P #1043
12/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$21.26	Lost Bk Pd 11/2/10 Found-refund A/P #1034
12/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Lost Bk Pd 10/18/10 Found-refund A/P #1040
12/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$29.95	Lost Bk Pd 10/09/10 Found-refund A/P #1065
12/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$39.95	Lost Bk Pd 10/18/10 Found-refund A/P #1066
12/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$20.99	Lost Bk Pd 11/12/10 Found-refund A/P #1077
12/28/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.00	Lost Bk Pd 12/13/10 Found-refund A/P #1148
12/28/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$22.99	Lost Bk Pd 6/22/10 Found-refund A/P #1152
12/29/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$24.95	Lost Bk Pd 5/6/10 Found-refund A/P #1145
12/29/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$3.99	Lost Bk Pd 9/13/10 Found-refund A/P #1164
12/29/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$22.95	Lost Bk Pd 9/30/10 Found-refund A/P #1173
12/29/2010	100 OPERATING FUND	3.98 MAINTENANCE/SERVICE CONTRACTS	\$2,702.69	Added to Approp. Per Board Approval 12/29 Bd. Mtg.
12/29/2010	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$410.19	Added to Approp. Per Board Approval 12/29 Bd. Mtg.
9/9/2010	100 OPERATING FUND	4.51 BOOKS	\$70.95	Lost ILL bk - Gustafson-pd \$.95 cash & bal chk. Reimbursed A/R #430
12/29/2010	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	(\$410.19)	Reduce Approp. Per Board Approval 12/29 Bd. Mtg.
1/4/2010	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$24,730.50	Encumbered per Board Mtg Approval, 12/29/09.
12/29/2010	151 RAINY DAY FUND	3.14 OTHER PROFESSIONAL SERVICES	\$1,615.00	Added to Approp. Per Board Approval 12/29 Bd. Mtg.
12/29/2010	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	(\$15,647.05)	Reduce Approp. Per Board Approval 12/29 Bd. Mtg.
12/29/2010	151 RAINY DAY FUND	4.3 IMPROVEMENTS OTHER THAN BUILD.	\$14,032.05	Added to Approp. Per Board Approval 12/29 Bd. Mtg.
12/29/2010	160 CAPITAL PROJECTS FUND	3.26 NETWORKING	\$525.00	Added to Approp. Per Board Approval 12/29 Bd. Mtg.
12/29/2010	160 CAPITAL PROJECTS FUND	3.98 MAINTENANCE/SERVICE CONTRACTS	\$3,057.54	Added to Approp. Per Board Approval 12/29 Bd. Mtg.
12/29/2010	160 CAPITAL PROJECTS FUND	4.4 FURNITURE & EQUIPMENT	(\$2,958.34)	Reduce Approp. Per Board Approval 12/29 Bd. Mtg.

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
12/29/2010	160 CAPITAL PROJECTS FUND	4.53 NONPRINTED MATERIALS	(\$624.20)	Reduce Approp. Per Board Approval 12/29 Bd. Mtg.

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$3,859.45
130	\$24,730.50
151	\$0.00
160	\$0.00

Voucher List**Jasper County Public Library****Report Date: From 12/1/2010 To 12/31/2010**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1016	GREAT-WEST RETIREMENT S	12/10/2010	Annuity w/held from 10 Dec 10 Payroll-7 participants. Online Confirmation #UB4BKZK8	\$1,260.00
0	1017	INDIANA DEPARTMENT OF RE	12/20/2010	State & County Taxes w/held 20 Dec 10 Payroll, ref #68132, Verif Code #38	\$5,542.88
0	1018	IRS USA TAXPAYMENT	12/13/2010	FICA & Federal Taxes w/held 13 November 10, Ref #00696438	\$9,513.89
0	1019	JOSEPH ZELLON	12/10/2010	Courier Mileage-Nov 16-30, 2010 Confirm #GBKB2ZAI	\$300.00
0	1020	NIPSCO	12/10/2010	Wheatfield Utilites 11/1/10-12/1/10 Online Confirmation #MBRBKZZ8	\$1,758.04
0	1021	TOWN OF DEMOTTE	12/10/2010	Sewer-Nov @ DeM. Confirm #6BEBYZZ8	\$69.80
0	1022	TOWN OF WHEATFIELD SEW	12/10/2010	Sewer @ Wh. Lib-Nov-Confirm #HB3B1ZHI	\$56.65
0	1023	PAYROLL	12/10/2010	PAYROLL	\$45,414.55
29936	1024	AFLAC	12/13/2010	Supplemental Insurance-Nov 2010	\$209.48
29937	1025	AFFORDABLE ALTERNATIVES	12/13/2010	Classification Labels	\$93.05
0	1026	ALLIANCE BANK	12/13/2010	EFT Direct Deposit Transaction Fees for November 2010 Payroll	\$36.80
29938	1027	ALLSOURCE TELECOM, LLC	12/13/2010	Reprogram Voicemail and routing boxes @ Rens. Lib	\$110.00
29939	1028	ANGELA BARTON	12/13/2010	Mileage: B2B Meeting	\$22.00
29940	1029	ANTHEM BLUE CROSS BLUE	12/13/2010	Health/Dental Premium-Dec 2010, 20 employees	\$9,529.69
29941	1030	ANTHEM LIFE	12/13/2010	Life Ins. Premium, Dec. 2010	\$99.54
29942	1031	ASHLEY HOFFMAN	12/13/2010	Lawn Mowing/Leaf cleanup/ivy trimming	\$275.00
29943	1032	BAKER & TAYLOR	12/13/2010	Books - Continuations, AY, Gift Fund, AV	\$6,122.35
29944	1033	BAKER & TAYLOR ENTERTAIN	12/13/2010	DVDs	\$231.65
29945	1034	BECKY KARGE	12/13/2010	Found Lost Pd book	\$21.26
29946	1035	BLUETARP FINANCIAL, INC	12/13/2010	Yellow Duct Tape	\$8.39
29947	1036	BOYCE FORMS/SYSTEMS	12/13/2010	Employee Service Records	\$59.23
29948	1037	BRENDA THOMPSON	12/13/2010	Mileage: Counterparts, B2B, Evaluation, etc. (11-29-12/6)	\$85.10
29949	1038	BRIAN ORBAN	12/13/2010	Sprinkler System fall maintenance & replace 2 sprinkler heads	\$340.00
29950	1039	CAPITAL ONE BANK (USA), NA	12/13/2010	DVD, Craft Supplies, Meeting Expenses	\$199.21
29951	1040	CHRIS MAHNESMITH	12/13/2010	Found Lost Pd Bk	\$14.99
29952	1041	CPP FILTER CORPORATION	12/13/2010	Air Handler Filters (Rens & DeM)	\$511.40
29953	1042	CULLIGAN OF KOUTS	12/13/2010	Water Cooler Rental & Water (Dec)	\$61.20
29954	1043	DANIEL CRIM	12/13/2010	Found Lost Pd Book	\$5.99
0	1044	DELUXE BUSINESS CHECKS	12/13/2010	EFT- 400 Deposit Slips-Rens	\$58.01
29955	1045	DEMCO	12/13/2010	Literature displays, headphones, classif labels, art kraft rolls, book supports, poster boards, rubber stamp dater	\$340.24
29956	1046	DESIGN-AIRE CONSULTANTS,	12/13/2010	Final PFEFF Energy & Cost Savings Report	\$250.00
29957	1047	DIANA KOOY	12/13/2010	Chair Mat-DeM Circ, Employee Anniv.Gift Certificate; Mileage (8-2-11/11): Water Sample, Mgmt Mtg, Counterparts, B2B Mtg, Genealogy Wkshp	\$159.50
29958	1048	DONNA BARKO	12/13/2010	Mileage: Post Office, Programs- Earth Day & Cops Nite Out; ILF Conf Lunch	\$10.26
29959	1049	DUCKWALL-ALCO STORES, IN	12/13/2010	After School Prog & Ghost Stories Supplies-DeM. Lib	\$15.73
29960	1050	ENA SERVICES LLC	12/13/2010	Internet Connection-Nov	\$885.00
29961	1051	ENGAGED PATRONS.ORG	12/13/2010	Events Page Hosting Service	\$229.00
29962	1052	EVELYN BRISTOL	12/13/2010	Santa Services-DeM; Mileage (9/2-11/11): SDD, B2B,& Mgmt. Mtgs, Comm. Serv Outreach Prog	\$102.00
29963	1053	FASE-KALUF TV & APPLIANCE	12/13/2010	Cordless Telephone battery-Sys. Adm.	\$19.99
29964	1054	FASE'S WATER TREATMENT	12/13/2010	6-Redout-DeM Water Softener	\$72.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29965	1055	GAIL EVANS	12/13/2010	Trash Bags, Parking (Bookkeeping Wkshp); Mileage (10/8-11/2); Post Office, Bank Deposits, Deliver Bd Packets, Kirby-Risk, courthouse, supplies, AVC Mtg, Bookkeeping Mtg. & Expenses	\$269.24
29966	1056	GAYLORD BROS.	12/13/2010	Archival Supplies-DeM. Lib.	\$185.78
29967	1057	HANDWRITING WITHOUT TEA	12/13/2010	Books	\$28.40
29968	1058	HERITAGE OFFICE PRODUCT	12/13/2010	Copier Contracts @ Wh - KM1650 & 2550	\$799.18
29969	1059	HIGHSMITH CO. INC.	12/13/2010	Bookmarks, Literature Display	\$105.88
29970	1060	INDIANA CHAMBER	12/13/2010	Employment Law Handbook-Business Off	\$136.95
29971	1061	INDIANA HISTORICAL SOC.	12/13/2010	Book-Diana of the Dune	\$20.99
29972	1062	INDIANA NEWSPAPERS, INC	12/13/2010	Indianapolis Star Subsc, 1/4/2011-1/3/2012 - Rens. Lib.	\$234.80
29973	1063	INSPIRATIONAL DISTRIBUTOR	12/13/2010	Book	\$10.72
29974	1064	INTERNATIONAL CODE COUN	12/13/2010	Shipping Charges	\$16.00
29975	1065	JAMES SABOL	12/13/2010	Found Lost Pd book	\$29.95
29976	1066	JANICE MALLORY	12/13/2010	Found Lost Pd Bk	\$39.95
1047	1067	JASPER COUNTY PUBLIC LIB	12/13/2010	Bank Transfer from DeM. State Bank to Alliance Bank	\$17,250.00
29977	1068	JEFF GASTINEAU	12/13/2010	Santa impersonator- Rens. Ch. Prog (12/22)	\$30.00
29978	1069	K.V.ELECTRIC CORP.	12/13/2010	Replace Parking Lot bulbs & Ballast-DeM. Lib.	\$440.88
29979	1070	LANDMARK AUDIOBOOKS	12/13/2010	Audiobooks	\$815.40
29980	1071	LEARNING ZONEXPRESS	12/13/2010	DVD set	\$162.90
29981	1072	LIBRARY VIDEO COMPANY	12/13/2010	DVDs	\$56.80
29982	1073	LINCOLN TOWNSHIP TRUSTE	12/13/2010	Roselawn, Thayer & Shelby: The First 100 Years (1882-1992) Family Histories	\$50.00
29983	1074	LINDA POORTENGA	12/13/2010	Pendants, Artbeads; Mileage (11/9-12/1): B2B, ILF Conf, Counterparts Mtgs.	\$207.23
29984	1075	LINDA THOMPSON	12/13/2010	Christian Books; Wrist Rests	\$89.35
29985	1076	LITTLE PIM	12/13/2010	Spanish Non-Print materials	\$87.77
29986	1077	MAIA HAWTHORNE	12/13/2010	Lost Pd Book Found	\$20.99
29987	1078	MARLENE BEEDLE	12/13/2010	Mileage-Literacy Mtg	\$22.00
29988	1079	MIDWEST TAPE	12/13/2010	DVDs	\$164.92
29989	1080	MOTION PICTURE LICENSING	12/13/2010	Movie Licensing Contract (20th Century Fox) Jan-Dec 2011	\$95.00
29990	1081	OFFICE DEPOT	12/13/2010	Labels, Clasp Envelopes, pens, correction tape, chairmats, laser cartridges, calendar	\$496.43
29991	1082	ORIENTAL TRADING CO., INC	12/13/2010	Children's Paint Brushes	\$38.96
29992	1083	PATTY STRINGFELLOW	12/13/2010	Mileage(11/5-12/3): Director's & Board Mtgs, ILF Conf; Bookkeeping Mtg expense, parking	\$226.51
29993	1084	POPULAR SUBSCRIPTION SE	12/13/2010	Magazine Subsc: Hobby Farm Home, Shop Smart, Credit-Hairstyles Only	\$12.60
29994	1085	POSTMASTER	12/13/2010	Stamps: 100-\$.28; 100-\$.98; 100-\$1.00	\$226.00
29995	1086	PRECISION CONTROL SYSTE	12/13/2010	4th Qtr HVAC Mtnce-D & R; DeM-Replaced transformer fuses, starter on hot water pump, and coil at contactor for frequency drive & labor	\$3,305.59
29996	1087	PROQUEST LLC	12/13/2010	KV Post-2006 replacement microfilm	\$103.00
29997	1088	QUILL CORPORATION	12/13/2010	Calendars, contact paper, strapping & removable tape, typewriter ribbon, fax cartridges, legal pads, prong binders, manila folders, index tabs, stamp pad ink	\$498.93
29998	1089	RACHAEL CAVINDER	12/13/2010	Mileage (11/11-11/23): Mgmt Mtg, Bank Deposit, Supply shop trip	\$50.00
29999	1090	RAYANN GILMORE	12/13/2010	Mileage: ILF Conference, expenses, & parking	\$137.77
30000	1091	RECORDED BOOKS, LLC	12/13/2010	Audiobooks	\$345.79
30001	1092	ROTARY CLUB of RENSSSLAE	12/13/2010	Sep/Oct Dues	\$24.00
30002	1093	ROEING CORPORATION	12/13/2010	Contract 49897 - 1 of 4 installments	\$7,500.00
30003	1094	SAFE SIDE	12/13/2010	Home Safety DVD set	\$25.98
30004	1095	SALEM PRESS, INC.	12/13/2010	Magill's Medical Guide, 6th ed.	\$421.00
30005	1096	GDM ENTERPRISES, LLC	12/13/2010	Carpet Cleaning-Whtfld Mtg rooms, video areas	\$240.45

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30006	1097	SVT, LLC	12/13/2010	Mgmt mtg Expenses; Santa & Third Thursday Prog Supplies, Tuesday Night Movie Supplies	\$49.73
30007	1098	SUE TOBIAS	12/13/2010	Mileage (11/3-12/3): Bank Deposits, Post Office, Nov Bd. Mtg	\$9.10
30008	1099	TEACHING COMPANY	12/13/2010	Great Courses DVD set (Science & Religion)	\$59.95
30009	1100	THE LIBRARY CORPORATION	12/13/2010	Lib Solutions Software License Support, Jan 2011-Dec 2011	\$615.00
30010	1101	THE LOCK DOCTOR	12/13/2010	Replace both restroom door handles/locks - Rens. Lib	\$650.00
30011	1102	TODD W. LUKE	12/13/2010	Handicap Sign repairs (Galvanized pipe & coupling); Kilz paint & brush @ Rens. Lib.	\$62.56
30012	1103	TRU-GREEN LIMITED PARTNE	12/13/2010	Ice Melt - 11 bags	\$121.00
30013	1104	UNIQUE MANAGEMENT SERVI	12/13/2010	Collections-Oct/Nov Initial/Secondary Placements	\$326.62
30014	1105	VISION SERVICE PLAN- (IN)	12/13/2010	Vision Premium, 20 employees Dec 2010	\$210.86
30015	1106	WAL-MART COMMUNITY/GEM	12/13/2010	DVDs, Music CDs, Lt bulbs, Rens Ch.& Teen Prog Supplies, Batteries	\$1,514.06
30016	1107	WASTE MANAGEMENT	12/13/2010	DeM. Trash Removal - Dec	\$50.00
30017	1108	ACE HARDWARE	12/13/2010	Batteries, 9v	\$23.97
30018	1109	RELIABLE EXTERMINATORS,	12/13/2010	Interior Pest Control (Spiders) @ DeM.	\$100.00
0	1110	ALLIED WASTE SERVICES #7	12/13/2010	Trash Service-Dec 2010 @ Wh. Lib	\$59.94
30020	1111	NIPSCO	12/13/2010	DeM Utilities, 11/5-12/6/10	\$3,198.60
30021	1112	QWEST	12/13/2010	Long Distance Charges, 11/1-11/30/10	\$28.25
0	1113	RACO INDUSTRIES	12/13/2010	Wrong Fund entered. See A/P #979. Thermal Receipt Printer	\$0.00
0	1114	CAPITAL ONE BANK (USA), NA	12/13/2010	Wrong Fund entered for Dell CDRW/DVD Drive. See A/P #938.	\$0.00
0	1115	CHESTER TECHNOLOGIES	12/13/2010	Wrong Fund entered. See A/P #187 (HP Extended Support)	\$0.00
0	1116	PAYROLL	12/23/2010	PAYROLL	\$45,791.72
0	1117	GREAT-WEST RETIREMENT S	12/28/2010	Annuity w/held from 23 Dec 10 Payroll-7 participants. Online Confirmation #UBWBTZWX	\$1,260.00
0	1118	IRS USA TAXPAYMENT	12/27/2010	FICA & Federal Taxes w/held 27 December 10, Ref #00515083	\$10,241.33
0	1119	JOSEPH ZELLON	12/23/2010	Courier Mileage-December 1-15, 2010 Confirm #GBDBXZ1Y	\$330.00
30022	1120	AFLAC	12/29/2010	Supplemental Ins. - Dec 2010	\$209.48
30023	1121	BAKER & TAYLOR	12/29/2010	Books, Continuations, Auto Yours, Gift Books, AV,shipping	\$2,535.81
30024	1122	BOYCE FORMS/SYSTEMS	12/29/2010	Accts. Payable Voucher forms	\$56.31
30025	1123	BRODART CO.	12/29/2010	Four 3-Drawer CD/DVD Cabinet-DeM. Lib.	\$2,738.96
30026	1124	BRENDA THOMPSON	12/29/2010	Mileage: B2B Meeting	\$21.72
30027	1125	CAMPBELL PRINTING COMPA	12/29/2010	Oversized Imprinted Rubber Stamp - 'VOID'	\$28.50
30028	1126	CARDINAL OFFICE PRODUCT	12/29/2010	Annual Copier Mtnc Contract on S207E (Rens Patron copier)	\$167.73
30029	1127	CDW GOVERNMENT, INC	12/29/2010	Comp Assoc Security; Dreamweaver & Acrobat Pro software; Belkin Security Lock	\$1,201.84
30030	1128	CENTRAL STATES SALES CO	12/29/2010	5-Parking Lot bulbs	\$131.50
30031	1129	CENTURION TECHNOLOGIES	12/29/2010	Smart Shield Manager & 1 yr. Mtnc	\$36.75
0	1130	CENTURYLINK	12/29/2010	Local phone, Wh. Lib, Dec 2010 (On-Line Conf #IBMBGZRM)	\$38.01
30032	1131	CITY OF RENSSLAER	12/29/2010	11/8-12/8/10 Utilities-Rens. Lib.	\$2,862.40
30033	1132	DELL MARKETING L.P.	12/29/2010	26 Computers, monitors, dual monitor, widescreen monitor	\$24,629.68
30034	1133	DEMCO	12/29/2010	Tape, Classif Labels, Book Jacket Covers	\$309.40
30035	1134	DIANA KOOY	12/29/2010	Book Discussion supplies; Chair Mat-Circ area	\$51.74
30070	1135	DIANE OPOLSKI	12/29/2010	Sears Humidifer Filters-Wh. Lib. Mileage: ASK Mtgs and Bank	\$73.98
30037	1136	GAIL EVANS	12/29/2010	Disinfectant Spray Cleaners; Rens Microfilm Cabinet keys	\$23.09

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30038	1137	GAIL EVANS	12/29/2010	DeMotte PETTY CASH Reimbursement: Postage, Mileage, Doorstop	\$9.44
30039	1138	GAIL EVANS	12/29/2010	Rensselaer PETTY CASH Reimbursement: Postage, battery tester	\$17.05
30040	1139	GAIL EVANS	12/29/2010	Wheatfield PETTY CASH Reimbursements: Storytime/Ya craft supplies, Postage, Movie Nite expenses	\$27.79
30041	1140	GAYLORD BROS.	12/29/2010	Genealogy - Archival Modular Storage system & trays	\$31.13
30042	1141	HIGHSMITH CO. INC.	12/29/2010	Red Book Truck-Tech Serv. Dept	\$272.82
30043	1142	INSPIRATIONAL DISTRIBUTOR	12/29/2010	Christian Books	\$26.86
30044	1143	INTEGRITY SOFTWARE, INC	12/29/2010	SofTrack for Windows Bump Upgrade	\$97.50
30045	1144	INTELLIGENT CLEANING SYS	12/29/2010	Paper Towels, Jumbo TP, M-Fold Towels	\$243.19
30046	1145	JANICE MERRITT	12/29/2010	Found Pd Lost Book-refund	\$24.95
30047	1146	JASPER COUNTY PUBLIC LIB	12/29/2010	TRANSFER to LIRF per Board authorization Meeting of 20DEC10.	\$30,000.00
0	1147	JASPER COUNTY PUBLIC LIB	12/29/2010	Transfer Levy Excess Funds per DLGF Budget Order for 2011.	\$73,602.00
30048	1148	JOHN T. SMITH	12/29/2010	Found Pd Lost DVD-refund	\$10.00
30049	1149	JOURNAL AND COURIER	12/29/2010	Journal & Courier Subsc, 1/1/11-12/31/11 (DeM)	\$211.32
30050	1150	LANDMARK AUDIOBOOKS	12/29/2010	Audiobooks	\$29.70
30051	1151	LEGAL DIRECTORIES PUBLIS	12/29/2010	Continuations	\$67.75
30052	1152	LINDA ALLEN	12/29/2010	Returned a Lost Book	\$22.99
30053	1153	MELISSA J. WIDNER	12/29/2010	Baby Wipes	\$9.97
30054	1154	MIDWEST TAPE	12/29/2010	DVDs and Sleeves	\$468.95
30055	1155	ORIENTAL TRADING CO., INC	12/29/2010	Construction hats, Blank Tickets	\$21.96
30056	1156	PDR DISTRIBUTION, LLC	12/29/2010	2011 Physicians' Desk Continuation	\$179.85
30057	1157	PEGGY WOODS	12/29/2010	Mileage: AV Shopping	\$10.00
30058	1158	POPULAR SUBSCRIPTION SE	12/29/2010	Magazines	\$412.70
30059	1159	ROEING CORPORATION	12/29/2010	Cable, Termination Materials, Installation of Network, Full Guard Renewal, DVD, Memory Card Reader, HP LaserJet Printer, Imaging, Cartridge, 1 yr mtnc on backup, ARC serve	\$5,203.97
30060	1160	S & S WORLDWIDE, INC	12/29/2010	Children's Supplies	\$64.32
30061	1161	SHEILA MAXWELL	12/29/2010	Counterparts expenses, Mileage: Counterparts, Mtgs with Brenda, Diana, and NICCL	\$199.94
30062	1162	SUNRISE PACKAGING INC.	12/29/2010	Disc 2 ring album	\$217.24
30063	1163	THE TIMES	12/29/2010	Renew Subscription 12/19/10-12/18/11	\$221.00
30064	1164	TRACY CARPENTER	12/29/2010	Reimbursement for Book	\$3.99
30065	1165	ULINE	12/29/2010	Square CD Cases, Black DVD Cases	\$201.81
30066	1166	WAL-MART COMMUNITY/GEM	12/29/2010	Children's supplies for Wh, DVD's, Afterschool program supplies, Teen program supplies, Christmas party supplies, batteries, Genealogy supplies	\$1,099.25
30067	1167	YVONNE DEL VECCHIO	12/29/2010	Mileage: walking books, books clubs, community connecitons	\$29.05
150193	1168	DUMAS & MAHNESMITH PC	12/29/2010	Legal services-Wh. Roof & Board Mtg attendance-March, June, Sept, Oct, & Dec	\$895.65
30068	1169	ANGELA BARTON	12/29/2010	Mileage:Books to Bridge	\$45.00
30069	1170	FLEX-PAC INC	12/29/2010	Trash liners, bowl cleaner, Kleenex, Hand Sanitizer	\$400.54
30071	1171	ASSOCIATION OF INDIANA M	12/29/2010	Directory	\$75.00
30072	1172	BAKER & TAYLOR	12/29/2010	Books, Continuations	\$220.01
30073	1173	VERONICA CALL	12/29/2010	Found Pd Lost Book-refund	\$22.95
0	1174	KONE, INC.	12/29/2010	CORRECT Voucher #318 (Repairs to DeM. Elevator)	\$0.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$333,635.19

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, January 04, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 5 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$333,635.19

Date this 20th day of January, 2011.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

December 31, 2010

F5

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FEES & FEES:			\$2,584.52	\$34,387.41
DeMotte	\$861.08	\$11,414.27		
Rensselaer	\$1,017.68	\$13,504.08		
Wheatfield	\$705.76	\$9,469.06		
PHOTOCOPIES:			\$657.63	\$9,773.17
DeMotte	\$261.00	\$3,985.00		
Rensselaer	\$246.42	\$3,787.14		
Wheatfield	\$150.21	\$2,001.03		
INTEREST:			\$396.40	\$7,755.48
Checking/Repurchase/Savings/CD's	\$396.40	\$7,755.48		
TAXES:			\$423,087.82	\$1,819,055.81
Property Tax	\$253,830.90	\$835,615.37		
LOIT	\$11,453.67	\$137,444.04		
License Excise Tax	\$95,994.06	\$140,982.15		
Financial Institution Tax	\$817.50	\$1,635.00		
CVET(Commercial Vehicle Excise)	\$5,115.20	\$10,230.40		
Local Option/Certified Shares	\$48,552.62	\$582,631.00		
Local Option/Property Tax Repl.	\$7,323.87	\$110,517.85		
TAXABLE SALES:-			\$9.78	\$120.19
REFUNDS:			\$73,602.00	\$79,313.42
Rebates/Refund	\$0.00	\$2,985.48		
Insurance Claims/Reimbursements	\$0.00	\$1,209.35		
Meeting Room Rental	\$0.00	\$550.00		
Reimbursement	\$0.00	\$30.59		
Fixed Asset Sales	\$0.00	\$500.00		
Miscellaneous Receipts	\$0.00	\$436.00		
Levy Excess Transfer to Oper	\$73,602.00	\$73,602.00		
TOTAL OPERATING FUND RECEIPTS.....			\$500,338.15	\$1,950,405.48
PLAC FUND:-			\$50.00	\$100.00
GIFT FUNDS:			\$183.00	\$12,730.66
DeMotte	\$153.00	\$4,117.44		
Rensselaer	\$30.00	\$6,590.02		
Wheatfield	\$0.00	\$2,023.20		
LIB. IMPROV. RESERVE FUND:			\$30,081.11	\$31,485.20
Interest Earned	\$81.11	\$1,485.20		
Transfer from Operating	\$30,000.00	\$30,000.00		
BOND & INTEREST REDEMPTION FUND:			\$124,650.73	\$347,671.55
Property Tax	\$93,216.81	\$300,542.68		
License Excise Tax	\$29,621.01	\$43,503.05		
Financial Institution Tax	\$234.50	\$469.00		
CVET(Commercial Vehicle Excise)	\$1,578.41	\$3,156.82		
RAINY DAY FUND:			\$0.00	\$225,904.47
Special CAGIT Distribution	\$0.00	\$225,904.47		
STATE TECHNOLOGY FUND GRANT FUND:-			\$9,655.00	\$9,655.00
CAPITAL PROJECTS FUND:			\$97,931.11	\$279,135.87
Interest Earned	\$211.46	\$6,579.24		
Property Tax	\$73,077.34	\$235,610.60		
License Excise Tax	\$23,221.42	\$34,104.25		
Financial Institution Tax	\$183.50	\$367.00		
CVET(Commercial Vehicle Excise)	\$1,237.39	\$2,474.78		
TO/HOSPITALITY FUND:-			\$0.00	\$188.50
LEVY EXCESS FUND:-			\$0.00	\$4,530.78
SALES TAX:-			\$0.70	\$20.62
CONSTRUCTION FUND: (Interest Earned)-			\$43.26	\$776.33
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$762,933.06	\$2,862,604.46

WITHHOLDING ACCOUNT FUNDS:

			\$28,221.75	\$352,337.22
FIT Tax Collected	\$7,526.38	\$81,620.73		
FICA Collected	\$6,729.76	\$79,532.28		
State Tax Collected	\$3,431.56	\$39,681.31		
County Tax Collected	\$2,416.05	\$28,088.07		
Deferred Comp Plan	\$2,520.00	\$30,240.00		
Pre-tax Insurance Plans	\$3,234.87	\$36,348.30		
Life Insurance	\$135.16	\$1,600.76		
PERF	\$2,227.97	\$26,358.49		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$28,867.28		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$791,154.81	\$3,214,941.68

Voucher List***Jasper County Public Library******Report Date: From 1/1/2011 To 1/11/2011***

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	1	PAYROLL	1/10/2011	PAYROLL	\$47,327.72
30074	2	4-COUNTY SUPPLY	1/10/2011	Sloan Flush Valve & "O" Ring	\$143.48
30075	3	AARON'S LAWN CARE	1/10/2011	Snow removal, Wh. & Dm- 12/2-12/26/10	\$1,305.00
30076	4	ALLIANCE BANK	1/10/2011	EFT Direct Deposit Transaction Fees for December 2010 Payroll	\$36.80
30077	5	ALLIED WASTE SERVICES #71	1/10/2011	Trash Service-Jan 2011 @ Wh. Lib	\$60.23
30078	6	AMBER TOMLINSON	1/10/2011	Lost Book Returned	\$10.40
30079	7	ANTHEM BLUE CROSS BLUE	1/10/2011	Health/Dental Premium-Jan 2011, 19 employees	\$9,738.30
30080	8	ANTHEM LIFE	1/10/2011	Life Ins. Premium, Jan. 2011	\$99.54
30081	9	BAKER & TAYLOR	1/10/2011	Books, Continuations, Auto Yours, Gift Books, AV,shipping	\$2,117.09
30082	10	BANK OF NEW YORK MELLON	1/10/2011	2004 Bond Payment	\$156,640.00
30083	11	BETTER CONTAINERS MFG. C	1/10/2011	500 I Love My Library Bags	\$121.42
30084	12	BLUETARP FINANCIAL, INC	1/10/2011	Spray Paint,Bast File, Screws	\$10.96
30085	13	BOYCE FORMS/SYSTEMS	1/10/2011	Tax Forms & Checks	\$349.36
30086	14	CAPITAL ONE BANK (USA), NA	1/10/2011	Expenses for Books 2 Bridges, Christmas Party Expenses, Wh. Children' Supplies, Counterparts Expenses, AVC Mtg Expenses, Director's Mtg Expenses, Flickr Pro	\$322.83
30087	15	CENTRAL STATES SALES CO	1/10/2011	10 Bulbs	\$39.25
30088	16	CULLIGAN OF KOUTS	1/10/2011	Water Cooler Rental (Jan)	\$9.95
30089	17	DEPARTMENT OF HOMELAND	1/10/2011	Elevator Inspection	\$120.00
30090	18	DEREK J. DEJONG	1/10/2011	Mileage: Recycling center	\$19.00
30091	19	ENA SERVICES LLC	1/10/2011	Internet Connection-Dec	\$885.00
30092	20	FASE'S WATER TREATMENT	1/10/2011	5 bags of redout	\$61.25
30093	21	INDIANA DEPARTMENT OF RE	1/10/2011	Sales Tax collected in 2010	\$20.41
30094	22	INDIANA DEPT. OF WORKFOR	1/10/2011	Unemployment Compensation Ins,4th Qtr 2010	\$288.73
30095	23	INDIANA STATE LIBRARY	1/10/2011	4th Quarter PLAC Card Sales	\$50.00
30096	24	LAFAYETTE BANK AND TRUS	1/10/2011	Lockbox Rental, 2011	\$55.00
30097	25	LEARNINGEXPRESS, LLC	1/10/2011	Learn-A-Test online database Subscription, 1/15/11-1/14/12	\$1,560.00
30116	26	INDIANA LIBRARY FEDERATIO	1/10/2011	2011 Trustee/Insitutional Membership	\$1,840.47
30099	27	LIBRARY OF CONGRESS	1/10/2011	Free Floating Subdivision 23nd Edition 2011	\$35.00
30100	28	McDANIEL FIRE SYSTEMS, LL	1/10/2011	Fire Alarm System Maintenance-2011, Rens. Library	\$900.00
30101	29	MELISSA J. WIDNER	1/10/2011	Book	\$14.95
30102	30	MIDWEST TAPE	1/10/2011	DVD's	\$25.98
30103	31	POST TRIBUNE PUBLISHING, I	1/10/2011	Annual Subscription, Rens. Lib, 1/27/11-1/25/12	\$117.00
30104	32	PROQUEST LLC	1/10/2011	Microfilm of Rens Republican (5/1/10-8/31/10)	\$98.41
30105	33	PUBLIC EMPLOYEES' RETIRE	1/10/2011	4th Qtr 2010 PERF contributions	\$23,919.03
30106	34	RENSSELAER CHAMBER OF C	1/10/2011	Chamber of CommerceLibrary Membership Dues	\$49.50
30107	35	ROEING CORPORATION	1/10/2011	Contract 49897 - 2of 4 installments	\$7,500.00
30108	36	TLC HOME IMPROVEMENTS, L	1/10/2011	Plowing and Salting of Rensselaer (12/1-12/26/10)	\$840.00
30109	37	TOWN OF DEMOTTE	1/10/2011	Sewer-Dec @ DeM.	\$69.80
30110	38	TRU-GREEN LIMITED PARTNE	1/10/2011	Ice Melt - 10 bags	\$120.00
30111	39	USA TODAY	1/10/2011	Annual Newspaper Subscription-DeMotte Lib. Exp 1/12/12	\$195.00
30112	40	VISION SERVICE PLAN- (IN)	1/10/2011	Vision Premium, 19 employees Jan 2011	\$210.86
30113	41	WASTE MANAGEMENT	1/10/2011	DeM. Trash Removal - Jan	\$50.00
30114	42	YVONNE DEL VECCHIO	1/10/2011	Mileage: Walking Books & Community Program	\$5.50
30115	43	TOWN OF WHEATFIELD SEW	1/10/2011	Sewer @ Wh. Lib-Dec	\$56.65

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	44	GREAT-WEST RETIREMENT S	1/10/2011	Annuity w/held from 10 Jan 11 Payroll-7 participants. Online Confirmation #QBJBUZJU	\$1,260.00
0	45	INDIANA DEPARTMENT OF RE	1/10/2011	State & County Taxes w/held 10 Jan 11 Payroll, ref #64106, Verif Code #37	\$5,847.61
0	46	IRS USA TAXPAYMENT	1/10/2011	FICA & Federal Taxes w/held 10 January 11, Ref #00281962	\$10,555.24
0	47	JOSEPH ZELLON	1/10/2011	Courier Mileage-Decembr 16-31, 2010 Confirm #1BHBOZZN	\$300.00
30117	48	JASPER COUNTY HOSPITAL	1/10/2011	Bi-Mon. Water Testing-Coliform & Nitrate - DeM.	\$40.00
30118	49	NIPSCO	1/10/2011	Wheatfield Utilites 12/1/10-1/3/11	\$2,066.47
Total Amount of Claims					\$277,509.19

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, January 06, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$277,509.19

Date this 10 day of January, 20 11.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

FEB.

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, February 14, 2011, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of January Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R7)
Policy Review (R 10 & R 11)
2011 Staff Development Day (R 12)

General Business

Wheatfield Library Roof (R 13)
Annual Report of Rensselaer Librarian
and Youth Specialist (R 13)
NICCL Resolution (R 13)
Capital Projects Fund (R 13)
Board Committees List (R 14)

Information

Information

Action

Information

Information

Director's Report (R 12-R 17)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

January 10, 2011
Rensselaer Library

Present: Jody Melton, Janelle Harper, Natalie Waling, Timothy Schultz Jr., Janet Umlauf, Patricia Stringfellow, & Gail Evans

Absent: Mari Anne Sayler, Deana George

BOARD OF FINANCE MEETING

The Board of Officers for the Jasper County Public Library were elected to the same positions as the officers for the Library Board of Finance with the exception of N. Waling who was elected to serve as treasurer, on a motion by J. Umlauf, seconded by T. Schultz. Motion passed.

The Annual Director's Financial Report was presented and reviewed. Receipts exceeded disbursements, property tax revenues were a little less than expected; however, LOIT Freeze and License Excise taxes offset any difference.

Included in the 2011 Accounting Practices was the authorization of direct deposit and online banking per board resolutions passed in 2010. T. Schultz moved, seconded by N. Waling, to accept the 2011 Accounting Practices as presented.

On a motion by J. Umlauf the Resolution to Pay Bills with Prior Approval was approved. Motion was seconded by N. Waling. Motion passed.

N. Waling moved, seconded by J. Umlauf, to designate the Rensselaer Republican and Kankakee Valley Post-News as the library's newspapers to advertise legal notices. Motion was approved unanimously.

With no further business T. Schultz moved, seconded by N. Waling, to adjourn the Board of Finance Meeting at 6:07 PM.

MONTHLY BOARD MEETING

Board President J. Melton opened the meeting with a moment of silence.

Agenda & Consent Agenda Approval: The Consent Agenda and Agenda items, December 20th and 29th Board Minutes, bills/financial reports, 2011 Salary Ordinance, CIL Conference Attendance Request, VHS & DVD Policy and LCD Projector Policy revisions were approved on a motion by N. Waling, seconded by J. Umlauf. Motion passed.

Oaths of Office: J. Harper, who replaces S. Deardorff, was appointed to the board by the County Commissioners for a four-year term. She took the Oath of Office, signed appointment paperwork, and the Board welcomed her aboard.

Cash Change Fund: Each library starts the day with \$30 in their cash drawer to make change for patrons paying fines and fees. In the past year it has been become more and more difficult to

make change and sometimes patrons must visit their bank for smaller bills to pay their fines. The Cash Change Fund has remained at \$90 for more than 30 years. An increase of \$60 in the Cash Change Fund to \$150 would allow each library to operate with \$50 start-up money. On a motion by T. Schultz, seconded by N. Waling, the board approved to increase each library's cash drawer to \$50 each. Motion was unanimous.

Conflict of Interest: Indiana Code #35-44-1-3 states that a public servant who knowingly or intentionally has a pecuniary interest in or who derives a profit from a contract or purchase with an action by the government entity served by the public service commits a crime. However, as long as a public servant files a Conflict of Interest disclosure form annually, no crime is committed. T. Schultz completed a Conflict of Interest form that will be filed with the State Board of Accounts and County Clerk's office. This form is filed annually.

Wheatfield Roof: Attorney K. Mahnesmith has drafted a second letter to Sean Frederick of Troyer Group and asked for a response by January 21st, 2011 on how they plan to address the Wheatfield Library roof issues. If they fail to respond, the library board will decide how to proceed and what action to take.

Committee Assignments: The President will send the committee assignments to P. Stringfellow and these will be presented at the February Board Meeting.

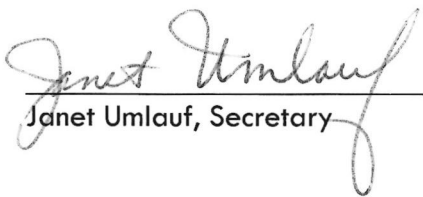
Director's Report: Standard & Poor's contacted the library recently to gather financial information for their review of our S&P rating for our bond.

Tax revenues were all received for 2010. We did receive more than 100% of expected revenues despite the shortage of property tax revenue.

Board Secretary J. Umlauf read a thank you from L. Poortenga for a paid day off in recognition of her 5 yr. anniversary. She also received a gift certificate from the Friends and staff and celebrated with a cake in her honor.

Future Agenda Items: Wheatfield roof

Adjournment: With no further matters for discussion J. Umlauf moved, seconded by N. Waling, to adjourn at 6:28 PM.


Janet Umlauf, Secretary


Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE
January 2011

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	8	0	0	8
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	14	0	0	14
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	58	4	3	65
Books on CD (DBKCD)	151	5	4	160
Books on Tape (DBKT)	8	1	0	9
Compact Disc (DCD)	478	20	11	509
Digital Audiobooks (DDA)	5	0	0	5
DVD (DDVD)	1775	23	20	1818
Equipment (DEQP)	123	0	0	123
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	61	0	0	61
Fiction (DFIC)	923	41	14	978
Fiction Fantasy (DFICF)	16	1	0	17
Fiction Mystery (DFICM)	151	4	7	162
Fiction New (DFICNEW)	456	14	9	479
Fiction Science Fiction (DFICSF)	6	0	0	6
Fiction Western (DFICW)	27	1	0	28
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	32	0	0	32
Hanging Bags (DHANG)	15	1	0	16
ILL (DILL)	75	0	2	77
Internet (DINTER)	1302	0	0	1302
Juv. Audio book (DJAUDB)	27	0	2	29
Juv. Biography (DJBIO)	70	2	0	72
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	55	0	0	55
Juvenile Easy (DJE)	699	31	2	732
Juv. Easy Non-fiction (DJENF)	55	0	0	55
Juv. Easy Reader (DJER)	340	8	2	350
Juv. Fiction (DJFIC)	363	3	16	382
Juv. Holiday books (DJHOL)	76	0	0	76
Juv. Magazine (DJMAG)	70	0	3	73
Juv. Music Cassette (DJMC)	1	0	0	1
Juv. Nonfiction (DJNF)	383	19	9	411
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	4	0	0	4
Juv. Toddler (DJTOD)	134	4	12	150
Large Print Fiction (DLPF)	155	4	9	168

Large Print Nonfic (DLPNF)	9	3	0	12
Magazine (DMAG)	903	0	15	918
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	18	0	0	18
Nonfiction 100 (DNF100)	26	0	0	26
Nonfiction 200 (DNF200)	19	3	2	24
Nonfiction 300 (DNF300)	97	2	10	109
Nonfiction 400 (DNF400)	12	0	0	12
Nonfiction 500 (DNF500)	17	0	0	17
Nonfiction 600 (DNF600)	251	7	9	267
Nonfiction 700 (DNF700)	139	1	5	145
Nonfiction 800 (DNF800)	27	3	1	31
Nonfiction 900 (DNF900)	85	3	6	94
Nonfiction DVD (DNFDVD)	90	1	1	92
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	157	2	8	167
Nonfiction VHS (DNFVHS)	22	0	0	22
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	10	0	1	11
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	14	1	0	15
Software (DSWAR)	65	0	0	65
Vertical File (DVF)	3	0	0	3
VHS (DVHS)	133	1	0	134
YA Audio book (DYAUDB)	10	1	0	11
YA Biography (DYAB)	3	0	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	240	10	11	261
YA Music CD (DYACD)	3	0	0	3
YA Nonfiction (DYANF)	9	1	0	10
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	7	0	0	7
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	6	42	2	50
Books on CD (RBKCD)	9	142	0	151
Books on Tape (RBKT)	3	8	2	13
Compact Disc (RCD)	5	367	11	383
Digital Audiobooks (RDA)	0	8	0	8
DVD (RDVD)	7	2746	17	2770
Equipment (REQP)	0	83	0	83
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	40	0	40
Fiction (RFIC)	31	775	11	817
Fiction New (RFICNEW)	12	368	5	385
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0

Graphic Novels (RGN)	0	84	3	87
Hanging Bag (RHANG)	0	36	0	36
ILL (RILL)	1	41	0	42
Internet (RINTER)	0	2179	0	2179
Juv. Audio book (RJAUDB)	1	9	1	11
Juv. Biography (RJBIO)	1	47	3	51
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	37	0	37
Juvenile Easy (RJE)	18	678	2	698
Juv. Easy Non-fiction (RJENF)	0	33	1	34
Juv. Easy Reader (RJER)	4	173	0	177
Juv. Fiction (RJFIC)	13	354	7	374
Juv. Magazine (RJMAG)	0	29	0	29
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	9	406	10	425
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	2	81	0	83
Large Print Fiction (RLPF)	18	198	0	216
Large Print Nonfic (RLPNF)	0	8	0	8
Magazine (RMAG)	13	494	2	509
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	8	10	1	19
Non-Fiction 100 (RNF100)	1	26	2	29
Non-Fiction 200 (RNF200)	5	34	0	39
Non-Fiction 300 (RNF300)	6	86	3	95
Non-Fiction 400 (RNF400)	0	9	0	9
Non-Fiction 500 (RNF500)	1	19	0	20
Non-Fiction 600 (RNF600)	29	216	13	258
Non-Fiction 700 (RNF700)	4	96	2	102
Non-Fiction 800 (RNF800)	1	30	2	33
Non-Fiction 900 (RNF900)	17	54	4	75
Nonfiction DVD (RNFDVD)	1	141	4	146
Nonfiction (RNFIC)	0	2	0	2
Nonfiction new (RNFNEW)	9	167	9	185
Nonfiction VHS (RNFVHS)	1	41	0	42
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	3	0	3
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	7	0	7
Software (RSWAR)	0	49	0	49
Vertical File (RVF)	0	2	0	2
VHS (RVHS)	0	102	0	102
YA Audio book (RYAUDB)	0	3	1	4
YA Biography (RYAB)	0	5	1	6
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	15	168	10	193
YA Music CD (RYACD)	2	114	2	118

YA Nonfiction (RYANF)	4	24	1	29
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	2	20	23
Books on CD (WBKCD)	12	14	179	205
Books on Tape (WBKT)	3	0	7	10
Compact Disc (WCD)	6	22	340	368
Digital Audiobooks (WDA)	2	0	0	2
DVD (WDVD)	23	21	1889	1933
Equipment (WEQP)	0	0	47	47
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	38	38
Fiction (WFIC)	47	33	418	498
Fiction Fantasy (WFICF)	1	0	4	5
Fiction Mystery (WFICM)	13	3	108	124
Fiction New (WFICNEW)	45	18	389	452
Fiction Science Fiction (WFICSF)	0	0	11	11
Fiction Western (WFICW)	0	0	4	4
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	0	28	29
Hanging Bags (WHANG)	1	2	10	13
ILL (WILL)	0	1	41	42
Internet (WINTER)	0	0	945	945
Juv. Audio book (WJAUDB)	7	0	22	29
Juv. Biography (WJBIO)	1	0	10	11
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	1	22	24
Juvenile Easy (WJE)	22	25	482	529
Juv. Easy Non-fiction (WJENF)	10	0	32	42
Juv. Easy Reader (WJER)	3	6	267	276
Juv. Fiction (WJFIC)	17	7	244	268
Juv. Magazine (WJMAG)	1	0	43	44
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	14	9	274	297
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	1	128	131
Large Print Fiction (WLPF)	12	3	93	108
Large Print Nonfic (WLPNF)	4	0	11	15
Magazine (WMAG)	11	0	309	320
Non-Fiction 000 (WNF000)	1	0	5	6
Non-Fiction 100 (WNF100)	1	0	6	7
Non-Fiction 200 (WNF200)	2	3	24	29
Non-Fiction 300 (WNF300)	3	0	45	48
Non-Fiction 400 (WNF400)	0	0	11	11
Non-Fiction 500 (WNF500)	0	0	17	17
Non-Fiction 600 (WNF600)	11	4	167	182
Non-Fiction 700 (WNF700)	2	4	49	55
Non-Fiction 800 (WNF800)	1	3	13	17
Non-Fiction 900 (WNF900)	3	0	30	33

Nonfiction DVD (WNFDVD)	1	3	104	108
Nonfiction (WNFIC)	0	0	4	4
Nonfiction New (WNFNEW)	20	2	87	109
Nonfiction VHS (WNFVHS)	0	0	2	2
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	0	1	44	45
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	1	3	172	176
YA Audio book (WYAUDB)	0	1	2	3
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	2	4	6
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	18	8	188	214
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	1	12	14
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	1	0	0	1
TOTAL	11069	11303	7728	30100

CIRCULATION BY HOLDINGS CODE
January 2011

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	8	0	0	8
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	14	0	0	14
Award Winning non-fiction (AWNF)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	65	48	25	138
Books on CD (BKCD)	172	161	183	516
Books on Tape (BKT)	14	9	9	32
Compact Disc (CD)	489	409	362	1260
Digital Audiobooks (DA)	7	8	0	15
DVD (DVD)	1805	2790	1926	6521
Equipment (EQP)	123	83	47	253
See librarian (ERR)	0	0	0	0
Express Book (EXP)	61	40	38	139
Fiction (FIC)	1001	849	443	2293
Fiction Fantasy (FICF)	17	1	4	22
Fiction Mystery (FICM)	164	7	115	286
Fiction New (FICNEW)	513	400	403	1316
Fiction Science Fiction (FICSF)	6	0	11	17
Fiction Western (FICW)	27	1	4	32

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	33	84	31	148
Hanging Bags (HANG)	16	39	10	65
ILL (ILL)	76	42	43	161
Internet (INTR)	1302	2179	945	4426
Juv. Audio book (JAUDB)	35	9	25	69
Juv. Biography (JBIO)	72	49	13	134
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	56	38	22	116
Juvenile Easy (JE)	739	734	486	1959
Juv. Easy Non-Fiction (JENF)	65	33	33	131
Juv. Easy Reader (JER)	347	187	269	803
Juv. Fiction (JFIC)	393	364	267	1024
Juv. Holiday (JHOL)	76	0	0	76
Juv. Magazine (JMAG)	71	29	46	146
Juv. Music Cassette (JMC)	1	0	0	1
Juv. Nonfiction (JNF)	406	434	293	1133
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	4	0	0	4
Juv. Toddler (JTOD)	138	86	140	364
Large Print Fiction (LPF)	185	205	102	492
Large Print Nonfic (LPNF)	13	11	11	35
Magazine (MAG)	927	494	326	1747
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	27	10	6	43
Non-Fiction 100 (NF100)	28	26	8	62
Non-Fiction 200 (NF200)	26	40	26	92
Non-Fiction 300 (NF300)	106	88	58	252
Non-Fiction 400 (NF400)	12	9	11	32
Non-Fiction 500 (NF500)	18	19	17	54
Non-Fiction 600 (NF600)	291	227	189	707
Non-Fiction 700 (NF700)	145	101	56	302
Non-Fiction 800 (NF800)	29	36	16	81
Non-Fiction 900 (NF900)	105	57	40	202
Non-Fiction DVD (NFDVD)	92	145	109	346
Nonfiction (NFIC)	0	2	4	6
Nonfiction New (NFNEW)	186	171	104	461
Nonfiction VHS (NFVH)	23	41	2	66
Oversize (OVER)	1	0	0	1
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	10	0	1	11
Reference (REF)	88	51	57	196
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	3	0	3
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	14	8	1	23
Software (SWAR)	65	50	44	159
Vertical File (VF)	3	2	0	5

VHS	134	106	172	412
YA Audio book (YAUDB)	10	5	3	18
YA Biography (YAB)	3	5	1	9
YA Books on CD (YABKCD)	0	2	4	6
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	273	186	209	668
YA Music CD (YACD)	5	114	2	121
YA Nonfiction (YANF)	14	26	13	53
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	8	1	0	9
				0
Free reads	269	379	140	788
Games/Puzzles	0	56	0	56
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	11426	11789	7925	31140

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2251	1883	1260	5394
Nonfiction	1230	949	672	2851
CHILDREN'S BOOKS				
Fiction	1639	1371	1162	4172
Nonfiction	633	516	340	1489
YA BOOKS				
Fiction	306	270	240	816
Nonfiction	17	31	14	62
Magazines, Adult	927	494	326	1747
Magazines, Children	71	29	46	146
Sound Recordings, adult	692	594	561	1847
Sound Recordings, ch	113	200	59	372
Online databases	0	0	0	0
Software	65	50	44	159
Vertical file	3	2	0	5
VHS/DVD	2054	3082	2209	7345
Equipment	123	83	47	253
Total	10124	9554	6980	26658
A-V Circulation	2924	3926	2873	9723
A-V Circulation as % of total	28.9%	41.1%	41.2%	36.5%

January 2011

DEMOTTE			RENSSELAER			WHEATFIELD			Total Circ.
Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	71,423	61,173	46,646
Circulation Increase/Decrease	-5.6%	-1.6%	-0.1%

MONTHLY SYSTEM STATISTICS	2010	2011	% change
Current month's Circulation	27,423	26,658	-2.8%
Jan. to date circulation	27,423	26,658	-2.8%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
19,909	19,954	11,418	11,416	12,842	12,267 Fiction
18,600	18,536	19,846	19,717	9,947	9,929 Nonfiction
					CHILDREN'S BKS
13,549	13,621	11,354	11,359	9,719	9,757 Fiction
8,993	9,015	6,167	6,214	5,303	5,337 Nonfiction
					YA BOOKS
2,005	2,009	2,363	2,369	2,048	2,050 Fiction
496	501	694	695	189	191 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,919	2,922	3,411	3,411	3,233	3,249 Sound Rec/Adult
640	642	508	508	671	671 Sound Rec/Child
25	25	16	16	1	1 Online Databases
362	364	357	358	181	181 Software
3	3				Vertical Files
3,688	3,713	4,884	4,948	2,882	2,956 VHS/DVD
118	118	142	142	57	57 Equipment
71,307	71,423	61,180	61,173	47,073	46,646 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
January 2011

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	212	46	239	52	301	65	752	163
LOCAL HISTORY								
In person	5	1	4	1	1	0	10	3
Letters written	2	2	11	11	0	0	13	13
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1302	54	2179	91	945	39	4426	184
Computer software used	201	17	170	14	138	12	509	42
VCR Use	0	0	0	0	0	0	0	0
Microforms	29	4	2	0	0	0	31	4
CD ROM/Online databases	220	18	329	27	196	16	745	62
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	3	1	0	0	3	1
OTHER LIBRARY SERVICES USED								
Outreach activities	30	30	12	8	0	0	42	28
Notarized documents	4	1	5	1	1	0	10	3
Meeting Room Use (no. of group)	46	15	38	13	34	11	118	39
Study room use	24	2	14	1	20	2	58	5
Proctoring	2	1	0	0	0	0	2	1
Tax Forms distributed	0	0	27	0	8	0	35	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	137		468		102		707	
WIRELESS USE via patron owned pcs	225		267		178		670	
SELF-CHECKOUT USE							0	
INTERLIBRARY LOANS								
Requests made for:	93	23	67	17	45	11	205	51
Items rec'd for:	88	44	51	26	57	29	196	98
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8243	8335	4650	21228
Non-resident, paying	1	4	0	5
PLAC card users	0	4	0	4
Reciprocal borrowers	390	414	86	890

Number of New Patrons Added
 Number of Patron Cards Expired

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		

Programs for all ages	0	0	2	12	0	0	2	12
Children's Programs (0-13)	10	60	15	90	9	54	34	204
Number attending	160		120		177		457	
YA Programs (14-17)	0	0	1	6	0	0	1	6
Number attending	0		3		0		3	
Adult Programs	1	6	1	6	1	6	3	18
Number attending	85		82		9		176	
Senior Citizen Programs	6	36	4	24	3	18	13	78
Number attending	55		86		23		164	
Total Number of Programs	17	102	23	138	13	78	53	318
Total Persons Attending	300		291		209		800	
Total Attending Same Month Last `	414		234		242		890	
Total Staff Hours Spent		361		401		264	1026	1016
Total Number of In-House Program	11		20		9		40	
Total Attendance	184		228		66		478	
Total Number of Outreach Program	6		3		4		13	
Total Attendance	116		63		143		322	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7446	74.2%	6403	67.0%	4787	69.1%	18636	70.3%
Corporate	18	0.2%	53	0.6%	0	0.0%	71	0.3%
Juvenile 0-11	176	1.8%	389	4.1%	67	1.0%	632	2.4%
Juvenile-AV	1302	13.0%	928	9.7%	1137	16.4%	3367	12.7%
Nonresident No Fee	60	0.6%	126	1.3%	83	1.2%	269	1.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	46	0.5%	0	0.0%	46	0.2%
Reciprocal Adult	257	2.6%	229	2.4%	60	0.9%	546	2.1%
Reciprocal Juvenile	0	0.0%	6	0.1%	0	0.0%	6	0.0%
Reciprocal Juvenile AV	9	0.1%	20	0.2%	3	0.0%	32	0.1%
Reciprocal YA	19	0.2%	4	0.0%	0	0.0%	23	0.1%
Reciprocal YA AV	0	0.0%	5	0.1%	9	0.1%	14	0.1%
School	0	0.0%	2	0.0%	0	0.0%	2	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	30	0.3%	0	0.0%	30	0.1%
Staff	431	4.3%	835	8.7%	539	7.8%	1805	6.8%
Walking books	57	0.6%	61	0.6%	0	0.0%	118	0.4%
YA 12-17	37	0.4%	80	0.8%	34	0.5%	151	2.9%
YA-AV	224	2.2%	342	3.6%	204	2.9%	770	2.9%
Total	10036		9559		6923		26518	
 All items borrowed by nonresidents	 345	 3.4%	 468	 4.9%	 155	 2.2%	 968	 3.7%

**Salary Ordinance 2011
Updated 2/14/11**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Cindy Smith	TS Clerk		1/25/11	29	R

Cindy Smith has been a Rensselaer Clerk for nearly one year. TS Clerk Chris Cly retired at the end of 2010. Upon Chris' retirement we posted her vacated clerk position (a 16 hour position) in-house. Cindy Smith applied for the open position desiring to add the 16 hours to her existing 13-hour clerk position. Cindy's total hours have increased to a total of 29 hours effective 1/25/11. Her rate of pay remains the same.

We have examined and approved the changes to the 2011 Jasper County Public Library Salary Ordinance. Dated 2/14/11

Deana K. George Kathleen Quikling
Mari Anne Layler _____
Timothy M. Schultz _____
Janell Harper _____

Northern Indiana Computer Consortium of Libraries (NICCL)

Accounts Payable Library: Middlebury Community Public Library

101 East Winslow Street

Middlebury, IN 46540

COMMITMENT TO JOIN

NORTHERN INDIANA COMPUTER CONSORTIUM of LIBRARIES (NICCL)

WHEREAS, the Board of Trustees of the Jasper County Public Library recognizes the advantage of joining together with other libraries to explore new and emerging technologies, seek out best technology practices, obtain training, negotiate pricing of technology hardware and software purchases and technology support services, and otherwise cooperate in the sharing of knowledge, data and information which will be to the mutual benefit of consortium members, and

WHEREAS, the Board of Trustees of the Jasper County Public Library desires the library, to be part of the Northern Indiana Computer Consortium of Libraries (NICCL);

THEREFORE, be it resolved, that the Board of Trustees of the Jasper County Public Library does hereby pass this resolution at the public library board of trustees meeting and agree to all the terms of the Interlocal Agreement of the NICCL Consortium.

Adopted this 14th day of February, 2011

AYE

NAY

Deana K. George

Mari Anne Sayler

Timothy M. Schick

Janette L. Harper

Natalie A. Whiting

ATTEST:

Mari Anne Sayler
Secretary, Library Board
pro-tem

Library Employees Code of Ethics

Jasper County Public Library

Library employees significantly influence or control the selection, organization, preservation, and dissemination of information.

In a political system grounded in an informed citizenry, library employees are explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

As an employee of the Jasper County Public Library, I will:

- **Provide prompt, accurate and friendly service**
- **Treat all library users with equal respect and consideration**
- **Consider every question valid**
- **Provide information expressing various viewpoints**
- **Be committed to intellectual freedom, encouraging the exchange of ideas and information and resisting all efforts to censor library resources.**
- **Foster and support teamwork, cooperation and involvement to all levels of the organization.**
- **Treat my co-workers with respect and integrity and work as a team with the board in support of the library's goals.**
- **Respect and protect the privacy of library patrons to the fullest extent permissible by law.**
- **Distinguish clearly, in my actions and statements, between my personal philosophy and attitudes and those of my Library.**
- **Aavoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or my Library.**

2/95; last revised 2/03; last reviewed 2/09; revised 2/11

Gift Policy

The Library is grateful for gifts or bequests made to the Library in the form of money, securities, property or materials.

Gifts are accepted subject to the following limitations:

1. The Library retains the right to accept or reject any gift.
2. The Library retains the unconditional ownership of the gift.
3. The Library makes all decisions on the use or other disposition of gifts it has accepted.
4. Donations of software will not be accepted. ~~The Library reserves the right to decide, and to change, the conditions of display, housing and access to the materials.~~
5. Any gifts which have a maintenance impact or have a significant visual impact on the library —e.g. landscaping, equipment or large works of art, must be approved by the Library Board.
6. The Library reserves the right to decide, and to change, the conditions of display, housing and access to the materials. ~~Donations of software will not be accepted.~~
7. The Library will not place a monetary value on any donated item, but will sign a donation acknowledgment on which the donor has placed his/her own value on the item.

3/03; revised 3/05; last reviewed 2/09; revised 6/10; revised 2/11

JCPL FINANCIAL STATEMENT

January 31, 2011

	Beginning 2011 <u>Balance</u>	Current Month <u>Disbursements</u>	Y-T-D <u>Disbursements</u>	Current Month <u>Receipts</u>	Y-T-D <u>Receipts</u>	Ending <u>Balance</u>
Operating Fund	\$658,796.81	\$143,518.80	\$143,518.80	\$57,302.25	\$57,302.25	\$572,580.26
Includes Investments of:						
Public Library Access Card Fund	\$50.00	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$6,786.28	\$212.81	\$212.81	\$530.00	\$530.00	\$7,103.47
DeMotte	\$1,694.92	\$121.42	\$121.42	\$0.00	\$0.00	\$1,573.50
Rensselaer	\$3,898.84	\$70.09	\$70.09	\$130.00	\$130.00	\$3,958.75
Wheatfield	\$1,192.52	\$21.30	\$21.30	\$400.00	\$400.00	\$1,571.22
Library Improvement Reserve Fund	\$215,110.13	\$0.00	\$0.00	\$79.84	\$79.84	\$215,189.97
Includes Investments of:						
Bond & Interest Redemption Fund	\$179,021.25	\$156,640.00	\$156,640.00	\$0.00	\$0.00	\$22,381.25
Includes Investments of \$0.00						
Rainy Day Fund	\$303,858.32	\$0.00	\$0.00	\$0.00	\$0.00	\$303,858.32
Includes Investments of \$0.00						
State Technology Fund G	\$9,655.00	\$885.00	\$885.00	\$0.00	\$0.00	\$8,770.00
Capital Projects Fund	\$1,006,019.73	\$7,500.00	\$7,500.00	\$225.69	\$225.69	\$998,745.42
Includes Investments of \$500,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$89,451.93	\$0.00	\$0.00	\$0.00	\$0.00	\$89,451.93
Sales Tax	\$20.81	\$0.00	\$0.00	\$2.24	\$2.24	\$23.05
Construction Fund	\$178,638.84	\$0.00	\$0.00	\$41.92	\$41.92	\$178,680.76
Includes Investments of \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,504.90	\$8,504.90	\$8,504.90	\$8,504.90	\$0.00
FICA Tax Collected	\$0.00	\$4,981.96	\$4,981.96	\$4,981.96	\$4,981.96	\$0.00
State Tax Collected	\$3,431.56	\$3,451.97	\$3,451.97	\$3,351.74	\$3,351.74	\$3,331.33
County Tax Collected	\$2,416.10	\$2,416.05	\$2,416.05	\$2,451.25	\$2,451.25	\$2,451.30
Deferred Comp.	\$0.00	\$2,520.00	\$2,520.00	\$2,520.00	\$2,520.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,032.04	\$3,032.04	\$3,032.05	\$3,032.05	\$0.01
Employee Life Insur.	\$0.00	\$144.16	\$144.16	\$144.16	\$144.16	\$0.00
Employee P.E.R.F.	\$6,609.66	\$6,609.66	\$6,609.66	\$2,307.05	\$2,307.05	\$2,307.05
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,660,076.42	\$340,467.35	\$340,467.35	\$85,475.05	\$85,475.05	\$2,405,084.12

Bank Balances
Jasper County Public Library
Report as of: 1/31/2011

<i>Bank</i>		
1	Alliance Bank	\$1,505,904.56
2	Demotte State Bank	\$5,098.83
3	Alliance Bank-LIRF Acct	\$215,189.97
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$178,680.76
7	Rensselaer Banking Ctr CD#400041737/400042127	\$500,000.00
8		
9		
10		
11		
<i>Total all banks =</i>		<i>\$2,405,084.12</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 1/1/2011 To 1/31/2011

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$57,866.00	\$0.00	\$57,866.00	\$4,774.47	\$4,774.47	\$53,091.53	8.3
1.12 SALARY OF ASSISTANTS	\$1,010,295.00	\$0.00	\$1,010,295.00	\$81,318.07	\$81,318.07	\$928,976.93	8.0
1.13 WAGES OF JANITORS	\$54,774.00	\$0.00	\$54,774.00	\$5,116.39	\$5,116.39	\$49,657.61	9.3
1.21 EMPLOYER'S SHARE-FICA	\$85,905.00	\$0.00	\$85,905.00	\$6,745.54	\$6,745.54	\$79,159.46	7.9
1.22 UNEMPLOYMENT COMPENSATION	\$4,658.00	\$0.00	\$4,658.00	\$288.73	\$288.73	\$4,369.27	6.2
1.23 EMPLOYER'S CONTRIB.- PERF	\$71,267.00	\$0.00	\$71,267.00	\$17,309.37	\$17,309.37	\$53,957.63	24.3
1.24 EMPLOYER'S CONTRIB.- INS.	\$100,029.00	\$0.00	\$100,029.00	\$7,081.98	\$7,081.98	\$92,947.02	7.1
Subtotal	\$1,384,794.00		\$1,384,794.00	\$122,634.55	\$122,634.55	\$1,262,159.45	8.9
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$325.00	\$0.00	\$325.00	\$349.36	\$349.36	(\$24.36)	107.5
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	0.0
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$106.99	\$106.99	\$6,093.01	1.7
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$2.99	\$2.99	\$197.01	1.5
2.33 REPAIR PARTS	\$700.00	\$0.00	\$700.00	\$144.96	\$144.96	\$555.04	20.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$13,400.00	\$0.00	\$13,400.00	\$50.23	\$50.23	\$13,349.77	0.4
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
Subtotal	\$35,825.00		\$35,825.00	\$654.53	\$654.53	\$35,170.47	1.8
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,065.00	\$0.00	\$5,065.00	\$40.00	\$40.00	\$5,025.00	0.8
3.21 TELEPHONE	\$4,000.00	\$0.00	\$4,000.00	\$36.04	\$36.04	\$3,963.96	0.9
3.22 POSTAGE	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.0
3.23 MILEAGE	\$22,000.00	\$0.00	\$22,000.00	\$638.50	\$638.50	\$21,361.50	2.9
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$169.56	\$169.56	\$7,830.44	2.1
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$20.75	\$20.75	\$1,479.25	1.4
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$0.00	\$0.00	\$35,400.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.33 MARKETING ADVERTISING	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$0.00	\$26,000.00	0.0
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$3,648.28	\$3,648.28	\$46,351.72	7.3
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$5,440.67	\$5,440.67	\$64,559.33	7.8
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$83.50	\$83.50	\$1,916.50	4.2
3.54 WASTE DISPOSAL SERVICES	\$5,100.00	\$0.00	\$5,100.00	\$445.43	\$445.43	\$4,654.57	8.7
3.61 BUILDING & STRUCTURES	\$47,320.00	\$0.00	\$47,320.00	\$2,385.00	\$2,385.00	\$44,935.00	5.0
3.62 EQUIPMENT REPAIRS	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.0
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$64.95	\$64.95	\$185.05	26.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.91 DUES	\$2,220.00	\$0.00	\$2,220.00	\$1,889.97	\$1,889.97	\$330.03	85.1
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$125.00	\$0.00	\$125.00	\$10.40	\$10.40	\$114.60	8.3
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$91,563.00	\$0.00	\$91,563.00	\$961.75	\$961.75	\$90,601.25	1.1
Subtotal	\$433,338.00		\$433,338.00	\$15,834.80	\$15,834.80	\$417,503.20	3.7
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$11,625.00	\$0.00	\$11,625.00	\$0.00	\$0.00	\$11,625.00	0.0
4.51 BOOKS	\$147,000.00	\$0.00	\$147,000.00	\$2,089.32	\$2,089.32	\$144,910.68	1.4
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$683.95	\$683.95	\$21,316.05	3.1
4.53 NONPRINTED MATERIALS	\$78,500.00	\$149.90	\$78,649.90	\$1,621.65	\$1,621.65	\$77,028.25	2.1
Subtotal	\$259,125.00	\$149.90	\$259,274.90	\$4,394.92	\$4,394.92	\$254,879.98	1.7
Grand Total	\$2,113,082.00	\$149.90	\$2,113,231.90	\$143,518.80	\$143,518.80	\$1,969,713.10	6.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 120 RENS/DEM & WHTFLD BIRF
Jasper County Public Library

Report Date: From 1/1/2011 To 1/31/2011

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$0.00	\$0.00	\$630.00	0.0
3.81 PAYMENT OF BONDS	\$235,000.00	\$0.00	\$235,000.00	\$115,000.00	\$115,000.00	\$120,000.00	48.9
3.82 INTEREST-BONDS	\$81,125.00	\$0.00	\$81,125.00	\$41,640.00	\$41,640.00	\$39,485.00	51.3
Subtotal	\$316,755.00		\$316,755.00	\$156,640.00	\$156,640.00	\$160,115.00	49.5
Grand Total	\$316,755.00	\$0.00	\$316,755.00	\$156,640.00	\$156,640.00	\$160,115.00	49.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 160 CAPITAL PROJECTS FUND
Jasper County Public Library

Report Date: From 1/1/2011 To 1/31/2011

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$18,060.00	\$0.00	\$18,060.00	\$7,500.00	\$7,500.00	\$10,560.00	41.5
Subtotal	\$18,060.00		\$18,060.00	\$7,500.00	\$7,500.00	\$10,560.00	41.5
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$31,380.00	\$0.00	\$31,380.00	\$0.00	\$0.00	\$31,380.00	0.0
4.53 NONPRINTED MATERIALS	\$560.00	\$0.00	\$560.00	\$0.00	\$0.00	\$560.00	0.0
Subtotal	\$31,940.00		\$31,940.00	\$0.00	\$0.00	\$31,940.00	0.0
Grand Total	\$50,000.00	\$0.00	\$50,000.00	\$7,500.00	\$7,500.00	\$42,500.00	15.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/3/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$149.90	Encumbered per Board Mtg Approval, 12/29/10

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$149.90

Voucher List**Jasper County Public Library****Report Date: From 1/1/2011 To 1/31/2011**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1	PAYROLL	1/10/2011	PAYROLL	\$47,327.72
30074	2	4-COUNTY SUPPLY	1/10/2011	Sloan Flush Valve & "O" Ring	\$143.48
30075	3	AARON'S LAWN CARE	1/10/2011	Snow removal, Wh. & Dm- 12/2-12/26/10	\$1,305.00
0	4	ALLIANCE BANK	1/10/2011	EFT Direct Deposit Transaction Fees for December 2010 Payroll	\$36.80
30077	5	ALLIED WASTE SERVICES #71	1/10/2011	Trash Service-Jan 2011 @ Wh. Lib	\$60.23
30078	6	AMBER TOMLINSON	1/10/2011	Lost Book Returned	\$10.40
30079	7	ANTHEM BLUE CROSS BLUE	1/10/2011	Health/Dental Premium-Jan 2011, 19 employees	\$9,738.30
30080	8	ANTHEM LIFE	1/10/2011	Life Ins. Premium, Jan. 2011	\$99.54
30081	9	BAKER & TAYLOR	1/10/2011	Books, Continuations, Auto Yours, Gift Books, AV,shipping	\$2,117.09
30082	10	BANK OF NEW YORK MELLON	1/10/2011	2004 Bond Payment	\$156,640.00
30083	11	BETTER CONTAINERS MFG. C	1/10/2011	500 I Love My Library Bags	\$121.42
30084	12	BLUETARP FINANCIAL, INC	1/10/2011	Spray Paint,Bast File, Screws	\$10.96
30085	13	BOYCE FORMS/SYSTEMS	1/10/2011	Tax Forms & Checks	\$349.36
30086	14	CAPITAL ONE BANK (USA), NA	1/10/2011	Expenses for Books 2 Bridges, Christmas Party Expenses, Wh. Children' Supplies, Counterparts Expenses, AVC Mtg Expenses, Director's Mtg Expenses, Flickr Pro	\$322.83
30087	15	CENTRAL STATES SALES CO	1/10/2011	10 Bulbs	\$39.25
30088	16	CULLIGAN OF KOUTS	1/10/2011	Water Cooler Rental (Jan)	\$9.95
30089	17	DEPARTMENT OF HOMELAND	1/10/2011	Elevator Inspection	\$120.00
30090	18	DEREK J. DEJONG	1/10/2011	Mileage: Recycling center	\$19.00
30091	19	EDUCATION NETWORKS OF A	1/10/2011	Internet Connection-Dec	\$885.00
30092	20	FASE'S WATER TREATMENT	1/10/2011	5 bags of redout	\$61.25
30093	21	INDIANA DEPARTMENT OF RE	1/10/2011	Sales Tax collected in 2010	\$20.41
30094	22	INDIANA DEPT. OF WORKFOR	1/10/2011	Unemployment Compensation Ins,4th Qtr 2010	\$288.73
30095	23	INDIANA STATE LIBRARY	1/10/2011	4th Quarter PLAC Card Sales	\$50.00
30096	24	LAFAYETTE BANK AND TRUS	1/10/2011	Lockbox Rental, 2011	\$55.00
30097	25	LEARNINGEXPRESS, LLC	1/10/2011	Learn-A-Test online database Subscription, 1/15/11-1/14/12	\$1,560.00
30116	26	INDIANA LIBRARY FEDERATIO	1/10/2011	2011 Trustee/Insitutional Membership	\$1,840.47
30099	27	LIBRARY OF CONGRESS	1/10/2011	Free Floating Subdivision 23rd Edition 2011	\$35.00
30100	28	McDANIEL FIRE SYSTEMS, LL	1/10/2011	Fire Alarm System Maintenance-2011, Rens. Library	\$900.00
30101	29	MELISSA J. WIDNER	1/10/2011	Book	\$14.95
30102	30	MIDWEST TAPE	1/10/2011	DVD's	\$25.98
30103	31	POST TRIBUNE PUBLISHING, I	1/10/2011	Annual Subscription, Rens. Lib, 1/27/11-1/25/12	\$117.00
30104	32	PROQUEST LLC	1/10/2011	Microfilm of Rens Republican (5/1/10-8/31/10)	\$98.41
30105	33	PUBLIC EMPLOYEES' RETIRE	1/10/2011	4th Qtr 2010 PERF contributions	\$23,919.03
30106	34	RENSSELAER CHAMBER OF C	1/10/2011	Chamber of CommerceLibrary Membership Dues	\$49.50
30107	35	ROEING CORP.	1/10/2011	Contract 49897 - 2of 4 installments	\$7,500.00
30108	36	TLC HOME IMPROVEMENTS, L	1/10/2011	Plowing and Salting of Rensselaer (12/1-12/26/10)	\$840.00
30109	37	TOWN OF DEMOTTE	1/10/2011	Sewer-Dec @ DeM.	\$69.80
30110	38	TRU-GREEN LIMITED PARTNE	1/10/2011	Ice Melt - 10 bags	\$120.00
30111	39	USA TODAY	1/10/2011	Annual Newspaper Subscription-DeMotte Lib. Exp 1/12/12	\$195.00
30112	40	VISION SERVICE PLAN- (IN)	1/10/2011	Vision Premium, 19 employees Jan 2011	\$210.86
30113	41	WASTE MANAGEMENT	1/10/2011	DeM. Trash Removal - Jan	\$50.00
30114	42	YVONNE DEL VECCHIO	1/10/2011	Mileage: Walking Books & Community Program	\$5.50
30115	43	TOWN OF WHEATFIELD SEW	1/10/2011	Sewer @ Wh. Lib-Dec	\$56.65

F4b

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	44	GREAT-WEST RETIREMENT S	1/10/2011	Annuity w/held from 10 Jan 11 Payroll-7 participants. Online Confirmation #QBJBUZJU	\$1,260.00
0	45	INDIANA DEPARTMENT OF RE	1/10/2011	State & County Taxes w/held 10 Jan 11 Payroll, ref #64106, Verif Code #37	\$5,847.61
0	46	IRS USA TAXPAYMENT	1/10/2011	FICA & Federal Taxes w/held 10 January 11, Ref #00281962	\$10,555.24
0	47	JOSEPH ZELLON	1/10/2011	Courier Mileage-Decembrr 16-31, 2010 Confirm #1BHBOZZN	\$300.00
30117	48	JASPER COUNTY HOSPITAL	1/10/2011	Bi-Mon. Water Testing-Coliform & Nitrate - DeM.	\$40.00
30118	49	NIPSCO	1/10/2011	Wheatfield Utilites 12/1/10-1/3/11	\$2,066.47
0	50	CENTURYLINK	1/25/2011	Local phone, Wh. Lib, Jan 2011 (On-Line Conf #JBGBSZ7Q)	\$36.04
0	51	CITY OF RENSSELAER	1/25/2011	12/8/10-1/10/11 Utilities-Rens. Lib	\$3,712.70
0	52	GREAT-WEST RETIREMENT S	1/25/2011	Annuity w/held from 25 Jan 11 Payroll-7 participants. Online Confirmation #XBSBCKL9	\$1,260.00
0	53	IRS USA TAXPAYMENT	1/25/2011	FICA & Federal Taxes w/held 25 January 11, Ref #00244857	\$9,677.16
0	54	JOSEPH ZELLON	1/25/2011	Courier Mileage-January 1-15, 2011 Confirm #ABNBCZ1S	\$306.00
0	55	JOURNAL AND COURIER	1/25/2011	Journal & Courier Subsc, 2/10/11-2/10/12 (Rens. Lib.)	\$156.54
0	56	NIPSCO	1/25/2011	DeM Utilities, 12/6/10-1/7/11	\$3,602.03
0	57	RENSSELAER REPUBLICAN	1/25/2011	Rens. Lib. Newspaper subscription, 2/5/11-2/5/12	\$117.00
0	58	PAYROLL	1/25/2011	PAYROLL	\$43,881.21
0	59	AFLAC	1/25/2011	Supplemental Ins. - Jan 2011	\$209.48
0	60	1999-2000 Directory of GrantMa	1/25/2011		

Total Amount of Claims \$340,467.35

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, February 01, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$340,467.35

Date this 14th day of February, 20 11.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

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Receipt Breakdown

January 31, 2011

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$2,970.51	\$2,970.51
DeMotte	\$996.79	\$996.79		
Rensselaer	\$1,171.78	\$1,171.78		
Wheatfield	\$801.94	\$801.94		
PHOTOCOPIES:			\$805.84	\$805.84
DeMotte	\$292.55	\$292.55		
Rensselaer	\$302.99	\$302.99		
Wheatfield	\$210.30	\$210.30		
INTEREST:			\$470.67	\$470.67
Checking/Repurchase/Savings/CD's	\$470.67	\$470.67		
TAXES:			\$52,968.66	\$52,968.66
Property Tax	\$0.00	\$0.00		
LOIT	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$43,842.33	\$43,842.33		
Local Option/Property Tax Repl.	\$9,126.33	\$9,126.33		
TAXABLE SALES:-			\$31.32	\$31.32
REFUNDS:			\$55.25	\$55.25
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$22.25	\$22.25		
Meeting Room Rental	\$0.00	\$0.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$33.00	\$33.00		
Miscellaneous Receipts	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$57,302.25	\$57,302.25
PLAC FUND:-			\$0.00	\$0.00
GIFT FUNDS:			\$530.00	\$530.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$130.00	\$130.00		
Wheatfield	\$400.00	\$400.00		
LIB. IMPROV. RESERVE FUND:			\$79.84	\$79.84
Interest Earned	\$79.84	\$79.84		
Transfer from Operating	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$225.69	\$225.69
Interest Earned	\$225.69	\$225.69		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-			\$0.00	\$0.00
LEVY EXCESS FUND:-			\$0.00	\$0.00
SALES TAX:-			\$2.24	\$2.24
CONSTRUCTION FUND: (Interest Earned)-			\$41.92	\$41.92
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$58,181.94	\$58,181.94

WITHHOLDING ACCOUNT FUNDS:

			\$27,293.11	\$27,293.11
FIT Tax Collected	\$8,504.90	\$8,504.90		
FICA Collected	\$4,981.96	\$4,981.96		
State Tax Collected	\$3,351.74	\$3,351.74		
County Tax Collected	\$2,451.25	\$2,451.25		
Deferred Comp Plan	\$2,520.00	\$2,520.00		
Pre-tax Insurance Plans	\$3,032.05	\$3,032.05		
Life Insurance	\$144.16	\$144.16		
PERF	\$2,307.05	\$2,307.05		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$85,475.05	\$85,475.05

Voucher List**Jasper County Public Library****Report Date: From 2/1/2011 To 2/28/2011**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	60	GREAT-WEST RETIREMENT S	2/10/2011	Annuity w/held from 10 Feb 11 Payroll-7 participants. Online Confirmation #IBYBPKOE	\$1,280.00
0	61	INDIANA DEPARTMENT OF RE	2/10/2011	State & County Taxes w/held 10 Feb 11 Payroll, ref #14876, Verif Code #39	\$5,802.99
0	62	IRS USA TAXPAYMENT	2/10/2011	FICA & Federal Taxes w/held 10 January 11, Ref #00511724	\$10,218.51
0	63	JOSEPH ZELLON	2/10/2011	Courier Mileage-January 16-31, 2011 Confirm #GBFBUK82	\$336.60
0	64	TOWN OF DEMOTTE	2/10/2011	Sewer-Jan @ DeM.	\$69.80
0	65	TOWN OF WHEATFIELD SEW	2/10/2011	Sewer @ Wh. Lib-Jan	\$56.65
0	66	PAYROLL	2/10/2011	PAYROLL	\$46,658.06
30119	67	AARON'S LAWN CARE	2/14/2011	Snow removal, Wh. & Dm-1/7/11-1/27/11	\$1,305.00
30120	68	ABC-CLIO, LLC	2/14/2011	Pop Culture Universe 13 month online subscription, 3/6/11-3/5/12	\$749.00
30121	69	ACE HARDWARE	2/14/2011	Paint, Masking Tape	\$43.37
30122	70	ALLIED WASTE SERVICES #71	2/14/2011	Trash Service-Feb 2011 @ Wh. Lib	\$60.52
0	71	ALLIANCE BANK	2/14/2011	EFT Direct Deposit Transaction Fees for January 2011 Payroll	\$36.30
30123	72	ANGELA BARTON	2/14/2011	Mileage: Management Meeting	\$22.44
30124	73	ANTHEM BLUE CROSS & BLU	2/14/2011	Administrative COBRA services-2011 (19 participants)	\$342.00
30125	74	ANTHEM BLUE CROSS BLUE	2/14/2011	Health/Dental Premium-Feb 2011, 19 employees	\$8,876.94
30126	75	ANTHEM LIFE	2/14/2011	Life Ins. Premium, Feb 2011	\$99.54
30127	76	AVC CORPORATION	2/14/2011	2011 Annual Financial Computer Support	\$1,188.00
30128	77	BAKER & TAYLOR	2/14/2011	Books, Continuations, Auto Yours, Gift Books, AV,shipping	\$6,314.42
30129	78	BAKER & TAYLOR ENTERTAIN	2/14/2011	DVDs	\$17.84
30130	79	REBECCA AMALONG	2/14/2011	Mileage: Librarian's Council	\$35.70
30131	80	BETH REASONER	2/14/2011	Mileage: Counterparts & Preschool Visits	\$51.63
30132	81	BIERMA HARDWARE, INC.	2/14/2011	Washers, Silicone Grease, Picture Hangers, Bulbs	\$12.14
30133	82	BORDERS	2/14/2011	Cds, DVDs, Books	\$1,079.82
30134	83	CAPITAL ONE BANK (USA), NA	2/14/2011	Employee Recognition, Friends Thank you, Mgmt Mtg Expenses, SHRM Expenses, Flash Drives, Toner, AV Shopping Expenses, Crafts, DVDs, CDs, B2B expenses, Organizer Mesh Bins, Books.	\$4,176.73
30135	84	CARDINAL OFFICE PRODUCT	2/14/2011	Mtnce Contract 10/21/10-1/21/11, DeMotte Workroom Copier DC 425 L	\$231.76
30136	85	CENTER POINT PUBLISHING	2/14/2011	Books	\$81.28
30137	86	CENTURYLINK	2/14/2011	Local phone, Rens. Lib, Feb 2011	\$43.25
30138	87	CULLIGAN OF KOUTS	2/14/2011	Water Cooler Rental (Feb)	\$56.00
30139	88	DANIEL J. HETTINGER	2/14/2011	File Cabinet Lock Assembly & Troubleshoot 4 other cabinets	\$174.00
30140	89	DONNA HAMSTRA	2/14/2011	Lost Book Returned	\$16.00
30141	90	DEX	2/14/2011	Qtly Pymt-Feb, March, & April 2011 White & Yellow page listings	\$87.00
30142	91	DEZELAN-GDM INSURANCE A	2/14/2011	Director's & Officers Liability Annual Insurance Premium- 2011	\$1,719.00
30143	92	EMILY DURAN	2/14/2011	Mileage: AV Shopping Trip	\$46.92
30144	93	EDUCATION NETWORKS OF A	2/14/2011	Internet Connection-Jan	\$885.00
30145	94	FLEX-PAC INC	2/14/2011	Paper Towels	\$217.81
30146	95	GAIL EVANS	2/14/2011	Air Freshner, Mileage: Deposits, ILL, Auditor's Office, Post Office, Records Office, WalMart	\$19.02
30147	96	GAIL EVANS	2/14/2011	Increase Cash Change Fund by \$20 per branch	\$60.00
30148	97	GALE	2/14/2011	Gift Fund Books	\$58.37

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30149	98	INDIANA DEPARTMENT OF EN	2/14/2011	Annual Public Water System Fee-Wheatfield & DeMotte	\$200.00
30150	99	INDIANA LIBRARY FEDERATIO	2/14/2011	2011 ILF Legislative Day	\$15.00
30151	100	INTELLIGENT CLEANING SYS	2/14/2011	Kitchen Roll Towels, Multi-Fold Towels, Toilet Tissue	\$243.19
30152	101	KENT ADHESIVE PRODUCTS	2/14/2011	Label Protectors, Repair Tape, Magazine Reinforcement, Easy Jacket	\$128.27
30153	102	KIM SIRK	2/14/2011	Lost book returned	\$14.99
30154	103	KIRBY RISK CORPORATION	2/14/2011	Ballasts, Outdoor bulbs, Acrylic Globe, Replacement Deffuser w/ Lens	\$934.47
30155	104	KONE, INC.	2/14/2011	Qtly Elevator Maintenance Agreement	\$477.96
30156	105	LAFAYETTE OFFICE SYSTEM	2/14/2011	4th Qtr Copier mtnce usage-Rens. Lib Bizhub C360	\$392.23
30157	106	LINDA POORTENGA	2/14/2011	Mileage: Customer Service Wksp, Book Vendor, B2B, Counterparts	\$108.12
30158	107	LITTLE PIM	2/14/2011	DVDs	\$127.42
30159	108	M W INSURANCE AGENCY	2/14/2011	Offical Treasurer and Assistant Bonds	\$200.00
30160	109	MIDAMERICA BOOKS	2/14/2011	Books	\$118.65
30161	110	MIDWEST TAPE	2/14/2011	DVDs	\$48.97
30162	111	MOOLENAAR SUPREME LAW	2/14/2011	2011 Annual Lawn Fertilization & Grub Control Applications- Rens Lib	\$570.00
30163	112	MOVIE LICENSING USA	2/14/2011	Site Licenses for Movie Copyright Compliance, 2/1/11-1/31/12 - Wh & Ren Libraries (Lic #186929001)	\$480.00
30164	113	NIPSCO	2/14/2011	Wheatfield Utilites 1/3/11-2/1/11	\$2,011.91
30165	114	OLIVIA SHEEHY	2/14/2011	Returned Lost Book	\$4.99
30166	115	OFFICE DEPOT	2/14/2011	Steno Pads, Rubber Cement, Erasers, Masking Tape, Note Cards, Correction Tape, Index Cards, Envelopes, Ink Pads, Ink Cartridge, Roll on Ink	\$211.96
30167	116	ORIENTAL TRADING CO., INC	2/14/2011	Paint Palettes	\$3.99
30168	117	OSBY WATER CONDITIONING	2/14/2011	Chemicals for softener-Wh. Lib	\$75.00
30169	118	PEGGY WOODS	2/14/2011	Mileage: AV Shopping, Return a DVD	\$31.62
30170	119	POINT OF SALE	2/14/2011	Receipt Paper	\$117.38
30171	120	PURDUE UNIVERSITY	2/14/2011	Books	\$151.00
30172	121	QUILL CORPORATION	2/14/2011	Contact Paper, Hanging File Folders, Toner, Laserjets	\$431.18
30173	122	RENSSELAER REPUBLICAN	2/14/2011	Wh. Lib. Newspaper subscription, 2/25/11-2/25/12	\$117.00
30192	123	ROTARY CLUB of RENSSELAE	2/14/2011	Nov/Dec Dues	\$24.00
30175	124	ROEING CORP.	2/14/2011	Flashdrives	\$88.00
30176	125	MIDDLEBURY COMMUNITY PU	2/14/2011	2011 Dues for NICCL	\$50.00
30177	126	SUE TOBIAS	2/14/2011	Mileage: Deposit, Post Office, ILL, Deliver Board Packets, SHRM Mtg	\$55.25
30178	127	SVT, LLC	2/14/2011	Teen Read Expenses, Healthy Food Program Expenses	\$40.87
30179	128	THE LIBRARY CORPORATION	2/14/2011	Enhanced Content Renewal & Comm. Protocol	\$5,917.00
30180	129	TLC HOME IMPROVEMENTS, L	2/14/2011	Plowing and Salting of Rensselaer (1/3/11-2/7/11)	\$2,590.00
30181	130	TRUGREEN CHEMLAWN	2/14/2011	Ice Melt	\$385.00
30182	131	TRU-GREEN LIMITED PARTNE	2/14/2011	2011 Annual Lawn Fertilization & Grub Control Applications-DeM & Wh	\$757.30
30183	132	UNIQUE MANAGEMENT SERVI	2/14/2011	Collections-Dec/Jan Initial/Secondary Placements	\$370.29
30184	133	VISION SERVICE PLAN- (IN)	2/14/2011	Vision Premium, 19 employees Feb 2011	\$190.98
30185	134	WAL-MART COMMUNITY/GEM	2/14/2011	CLR, Third Thursday Expenses, Prizes for Santa, DVDs, Brown Bags	\$823.03
30186	135	WASTE MANAGEMENT	2/14/2011	DeM. Trash Removal - Feb	\$20.00
30187	136	WEST GROUP	2/14/2011	Continuation Legal Forms	\$133.00
30188	137	CIRCLE R ELECTRIC, INC.	2/14/2011	Replace outdoor parking lot bulbs-Wh. Lib	\$504.23
30189	138	KOLORTECH, INC.	2/14/2011	Fluorescent lights & outdoor bulbs	\$274.75
30190	139	NIPSCO	2/14/2011	Utilities-DeMotte Lib -January	\$3,580.49

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$115,548.90

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, February 10, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$115,548.90

Date this 14th day of February, 20 11.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

MARCH

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, March 14, 2011, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of February Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R7)
Policy Review (R 10)

General Business

Wheatfield Library Roof (R 15)
Board Committee List (R 15)
Local History Items (R 12 & R 15)
NILBA Dinner (R 16)

Action
Information
Action
Information

Director's Report (R 15-R 19)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

February 14, 2011
Rensselaer Library

Present: Mari Anne Sayler, Deana George, Janelle Harper, Natalie Waling, Timothy Schultz Jr., Attorneys Ed Dumas and Kent Mahnesmith, Patricia Stringfellow, Gail Evans, Linda Poortenga, & Angela Barton.

Absent: Jody Melton, Janet Umlauf

In the absence of the board president Vice-President T. Schultz convened the meeting with a moment of silence.

Agenda & Consent Agenda Approval: The Consent Agenda and Agenda items, January Board of Finance Meeting and the regular Monthly Meeting Minutes, bills/financial reports, Salary Ordinance update, Library Employees Code of Ethics Policy and Gift Policy revisions as presented, and Staff Development Day closing were approved on a motion by M. Sayler, second by D. George. Motion passed.

Wheatfield Roof: K. Mahnesmith reported that he has not had any written response to our letter to Troyer Group. Sean Frederick passed on his letters to upper management. Shawn Phy and K. Mahnesmith had a telephone conference on January 7, 2011 and stated that they would like to avoid litigation. Another telephone conference on February 10th with Mr. Phy advised that CEO Jerry Troyer will respond, however, he is out of the country until Feb 21, 2011. According to Ed Dumas' it is advantageous to reach mediation before going through litigation to avoid incurring excessive expenses for expert witnesses and attorney fees. We would be better off putting money toward fixing the problems. The library does not have to wait to reach an agreement before taking action to correct some of the issues. We could first send a written notification to Troyer of our plans and if they do not respond within a specific number of days, the work would begin. We have a duty to mitigate some of the problems before further damage occurs. We may want to contact Luther Mock for further guidance on any estimates and implementing corrective measures. Ideally, all concerned parties (Troyer, Gough, Gluth Roofing, L. Mock, Library Director, & maintenance person) would meet onsite as soon as possible to discuss the problem areas and plan of action. In the meantime, we will be waiting to hear from Troyer next week.

Annual Rensselaer Library Reports: Linda Poortenga, Headquarters Librarian, began her report with a PowerPoint presentation of 2010 accomplishments. Angela Barton, Youth Services Specialist, joined in and cited the many programs, outreach services, creative displays, and events they participated in. With the assistance of our Friends Group, volunteers, and businesses that donate toward library programs, we were able to offer so much more to our patrons. They helped fund summer reading programs, assisted with Fall Festival and People Count Week, offered an antique appraisal program, updated our obits, cleaned materials, purchased materials, etc. For the past five years circulation has increased, however, this year we saw a small decline at Rensselaer Library. One of our past goals was to increase magazine circulation. In 2011 the focus will be on staff training and database training (half of public service staff have been employed two years or less); evaluating collection, weeding, Long Range Plan actions, increasing circulation, and continuing to offer a variety of programs and outreach services to attract our patrons to the library. The Youth Services Department will continue offering existing programs targeting primary and elementary grade students, outreach to 6-12th grade students,

weeding and evaluating teen and YA collections, and purchasing the latest computer software for the latest formats.

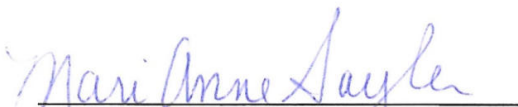
NICCL Membership: It has been very beneficial over the past ten years to belong to this consortium. It is valuable for the networking, software demos, and training opportunities as well as collectively exploring new and emerging technologies and practices, and negotiating pricing for hardware and software and support services. On a motion by M. Sayler, second by N. Waling, the board approved to adopt a resolution to sign the Interlocal Agreement and continue with our membership and appoint Sheila Maxwell as our IT representative. Motion passed.

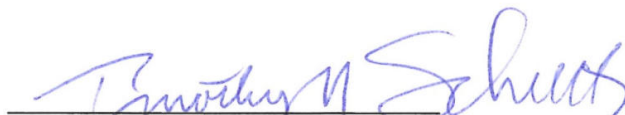
Capital Project Fund Plan: The library adopted a CPF plan in 2000. At that time this was a way to accumulate funds outside of the maximum levy for future projects. Two years ago the General Assembly changed the method to arrive at the maximum levy and incorporated the CPF into this calculation. Thus, the incentive to continue with a CPF plan is no longer viable. To have a plan the library must devote a lot of time and energy to update, adopt, and advertise the plan, and also incur costs for several legal ads annually. We will not lose any money that has accumulated in CPF. P. Stringfellow recommended to the Board that we not write a Capital Projects Plan beginning with the 2012 budget year, and the Board agreed.

Board Committees: J. Melton will provide lists at March Board Meeting.

Director's Report: Some 2010 census figures have been released. Jasper County has grown by 11.4% with most growth in the northwest region of the county. The Librarians' Council has been trained on the newly adopted ADA notice and grievance procedure and the new retention schedule and procedure for disposal of public records. JCPL was closed 2.5 days in early February due to the blizzard and countywide snow emergency.

Adjournment: With no further matters for discussion D. George moved, seconded by N. Waling, to adjourn at 7:16 PM.


Mari Anne Sayler, Secretary Pro-tem


Attest: Timothy Schultz, Vice-president

CIRCULATION BY HOLDINGS CODE
February 2011

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	5	0	0	5
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	11	2	0	13
Award Winning non-fiction (DAWNF)	1	0	0	1
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	30	1	3	34
Books on CD (DBKCD)	129	16	1	146
Books on Tape (DBKT)	4	1	1	6
Compact Disc (DCD)	426	15	7	448
Digital Audiobooks (DDA)	4	0	0	4
DVD (DDVD)	1588	48	21	1657
Equipment (DEQP)	85	0	0	85
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	37	1	0	38
Fiction (DFIC)	707	33	14	754
Fiction Fantasy (DFICF)	13	2	1	16
Fiction Mystery (DFICM)	155	18	7	180
Fiction New (DFICNEW)	369	17	9	395
Fiction Science Fiction (DFICSF)	0	1	0	1
Fiction Western (DFICW)	24	0	0	24
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	43	7	0	50
Hanging Bags (DHANG)	22	1	0	23
ILL (DILL)	52	2	0	54
Internet (DINTER)	1181	0	0	1181
Juv. Audio book (DJAUDB)	19	4	0	23
Juv. Biography (DJBIO)	57	7	1	65
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	28	0	0	28
Juvenile Easy (DJE)	492	28	6	526
Juv. Easy Non-fiction (DJENF)	37	8	0	45
Juv. Easy Reader (DJER)	400	3	0	403
Juv. Fiction (DJFIC)	363	12	4	379
Juv. Holiday books (DJHOL)	54	1	1	56
Juv. Magazine (DJMAG)	70	2	0	72
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	259	9	6	274
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	128	1	5	134
Large Print Fiction (DLPF)	105	2	6	113

Large Print Nonfic (DLPNF)	5	2	0	7
Magazine (DMAG)	729	24	12	765
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	11	1	1	13
Nonfiction 100 (DNF100)	22	1	1	24
Nonfiction 200 (DNF200)	30	5	2	37
Nonfiction 300 (DNF300)	97	6	5	108
Nonfiction 400 (DNF400)	2	0	0	2
Nonfiction 500 (DNF500)	19	1	0	20
Nonfiction 600 (DNF600)	244	15	22	281
Nonfiction 700 (DNF700)	78	1	8	87
Nonfiction 800 (DNF800)	22	0	2	24
Nonfiction 900 (DNF900)	64	10	2	76
Nonfiction DVD (DNFDVD)	59	4	0	63
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	118	2	1	121
Nonfiction VHS (DNFVHS)	28	0	0	28
Oversize (DOVER)	0	1	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	8	1	2	11
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	20	1	0	21
Software (DSWAR)	44	7	0	51
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	154	5	1	160
YA Audio book (DYAUDB)	5	0	0	5
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	156	6	7	169
YA Music CD (DYACD)	3	0	0	3
YA Nonfiction (DYANF)	9	1	0	10
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	12	1	0	13
Award Winner JBIO (RAJBIO)	0	1	0	1
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	31	2	36
Books on CD (RBKCD)	2	125	0	127
Books on Tape (RBKT)	4	7	0	11
Compact Disc (RCD)	4	305	1	310
Digital Audiobooks (RDA)	0	4	0	4
DVD (RDVD)	20	2201	10	2231
Equipment (REQP)	0	41	0	41
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	28	0	28
Fiction (RFIC)	17	582	13	612
Fiction New (RFICNEW)	13	365	4	382
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0

Graphic Novels (RGN)	3	117	1	121
Hanging Bag (RHANG)	0	35	0	35
ILL (RILL)	0	34	0	34
Internet (RINTER)	0	1502	0	1502
Juv. Audio book (RJAUDB)	3	17	0	20
Juv. Biography (RJBIO)	0	68	0	68
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	29	0	29
Juvenile Easy (RJE)	2	711	5	718
Juv. Easy Non-fiction (RJENF)	0	47	0	47
Juv. Easy Reader (RJER)	1	212	1	214
Juv. Fiction (RJFIC)	8	413	4	425
Juv. Magazine (RJMAG)	0	26	0	26
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	3	479	1	483
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	78	0	78
Large Print Fiction (RLPF)	3	155	5	163
Large Print Nonfic (RLPNF)	0	9	0	9
Magazine (RMAG)	8	410	2	420
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	10	4	15
Non-Fiction 100 (RNF100)	0	17	0	17
Non-Fiction 200 (RNF200)	3	34	1	38
Non-Fiction 300 (RNF300)	2	67	3	72
Non-Fiction 400 (RNF400)	0	5	1	6
Non-Fiction 500 (RNF500)	0	20	1	21
Non-Fiction 600 (RNF600)	15	158	8	181
Non-Fiction 700 (RNF700)	2	89	0	91
Non-Fiction 800 (RNF800)	0	18	1	19
Non-Fiction 900 (RNF900)	6	72	2	80
Nonfiction DVD (RNFDVD)	2	98	1	101
Nonfiction (RNFIC)	0	2	0	2
Nonfiction new (RNFNEW)	7	205	2	214
Nonfiction VHS (RNFVHS)	0	29	0	29
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	2	0	2
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	10	0	10
Software (RSWAR)	0	71	0	71
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	37	0	37
YA Audio book (RYAUDB)	0	6	0	6
YA Biography (RYAB)	0	2	0	2
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	4	170	6	180
YA Music CD (RYACD)	1	94	2	97

YA Nonfiction (RYANF)	1	20	0	21
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	3	3	15	21
Books on CD (WBKCD)	11	20	135	166
Books on Tape (WBKT)	2	0	7	9
Compact Disc (WCD)	8	11	313	332
Digital Audiobooks (WDA)	2	0	1	3
DVD (WDVD)	29	40	1635	1704
Equipment (WEQP)	0	0	48	48
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	23	23
Fiction (WFIC)	27	28	332	387
Fiction Fantasy (WFICF)	0	1	4	5
Fiction Mystery (WFICM)	4	5	75	84
Fiction New (WFICNEW)	18	18	250	286
Fiction Science Fiction (WFICSF)	2	0	3	5
Fiction Western (WFICW)	0	0	3	3
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	12	12
Hanging Bags (WHANG)	0	0	9	9
ILL (WILL)	0	3	31	34
Internet (WINTER)	0	0	760	760
Juv. Audio book (WJAUDB)	4	2	14	20
Juv. Biography (WJBIO)	1	5	31	37
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	1	11	13
Juvenile Easy (WJE)	7	20	361	388
Juv. Easy Non-fiction (WJENF)	4	4	58	66
Juv. Easy Reader (WJER)	3	4	174	181
Juv. Fiction (WJFIC)	26	11	264	301
Juv. Magazine (WJMAG)	0	0	22	22
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	9	4	175	188
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	1	1	87	89
Large Print Fiction (WLPF)	8	1	95	104
Large Print Nonfic (WLPNF)	1	0	10	11
Magazine (WMAG)	4	1	320	325
Non-Fiction 000 (WNF000)	1	0	5	6
Non-Fiction 100 (WNF100)	0	0	2	2
Non-Fiction 200 (WNF200)	1	3	9	13
Non-Fiction 300 (WNF300)	2	6	27	35
Non-Fiction 400 (WNF400)	0	0	4	4
Non-Fiction 500 (WNF500)	0	0	13	13
Non-Fiction 600 (WNF600)	14	7	132	153
Non-Fiction 700 (WNF700)	2	5	54	61
Non-Fiction 800 (WNF800)	1	1	6	8
Non-Fiction 900 (WNF900)	2	0	22	24

Nonfiction DVD (WNFDVD)	5	5	119	129
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	5	10	96	111
Nonfiction VHS (WNFVHS)	0	1	23	24
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	2	1	27	30
Vertical File (WVF)	0	0	2	2
VHS (WVHS)	1	1	137	139
YA Audio book (WYAUSB)	0	1	7	8
YA Biography (WYAB)	0	0	4	4
YA Books on CD (WYABKCD)	0	0	2	2
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	18	17	139	174
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	0	7	8
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	7	0	7
TOTAL	9205	9855	6359	25419

CIRCULATION BY HOLDINGS CODE
February 2011

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	5	0	0	5
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	11	2	0	13
Award Winning non-fiction (AWNFI)	1	0	0	1
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	36	35	20	91
Books on CD (BKCD)	142	161	136	439
Books on Tape (BKT)	10	8	8	26
Compact Disc (CD)	438	331	321	1090
Digital Audiobooks (DA)	6	4	1	11
DVD (DVD)	1637	2289	1666	5592
Equipment (EQP)	85	41	48	174
See librarian (ERR)	0	0	0	0
Express Book (EXP)	37	29	23	89
Fiction (FIC)	751	643	359	1753
Fiction Fantasy (FICF)	13	3	5	21
Fiction Mystery (FICM)	159	23	82	264
Fiction New (FICNEW)	400	400	263	1063
Fiction Science Fiction (FICSF)	2	1	3	6
Fiction Western (FICW)	24	0	3	27

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	46	124	13	183
Hanging Bags (HANG)	22	36	9	67
ILL (ILL)	52	39	31	122
Internet (INTR)	1181	1502	760	3443
Juv. Audio book (JAUDB)	26	23	14	63
Juv. Biography (JBIO)	58	80	32	170
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	29	30	11	70
Juvenile Easy (JE)	501	759	372	1632
Juv. Easy Non-Fiction (JENF)	41	59	58	158
Juv. Easy Reader (JER)	404	219	175	798
Juv. Fiction (JFIC)	397	436	272	1105
Juv. Holiday (JHOL)	54	1	1	56
Juv. Magazine (JMAG)	70	28	22	120
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	271	492	182	945
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	129	80	92	301
Large Print Fiction (LPF)	116	158	106	380
Large Print Nonfic (LPNF)	6	11	10	27
Magazine (MAG)	741	435	334	1510
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	13	11	10	34
Non-Fiction 100 (NF100)	22	18	3	43
Non-Fiction 200 (NF200)	34	42	12	88
Non-Fiction 300 (NF300)	101	79	35	215
Non-Fiction 400 (NF400)	2	5	5	12
Non-Fiction 500 (NF500)	19	21	14	54
Non-Fiction 600 (NF600)	273	180	162	615
Non-Fiction 700 (NF700)	82	95	62	239
Non-Fiction 800 (NF800)	23	19	9	51
Non-Fiction 900 (NF900)	72	82	26	180
Non-Fiction DVD (NFDVD)	66	107	120	293
Nonfiction (NFIC)	0	2	2	4
Nonfiction New (NFNEW)	130	217	99	446
Nonfiction VHS (NFVH)	28	30	23	81
Oversize (OVER)	0	2	0	2
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	8	1	2	11
Reference (REF)	64	38	28	130
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	2	0	2
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	20	11	2	33
Software (SWAR)	46	79	27	152
Vertical File (VF)	0	0	2	2

VHS	155	43	138	336
YA Audio book (YAUDB)	5	7	7	19
YA Biography (YAB)	0	2	4	6
YA Books on CD (YABKCD)	0	0	2	2
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	178	193	152	523
YA Music CD (YACD)	4	94	2	100
YA Nonfiction (YANF)	11	21	7	39
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	12	9	0	21
				0
Free reads	273	292	160	725
Games/Puzzles	0	15	0	15
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	9542	10199	6547	26288

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1787	1558	1004	4349
Nonfiction	949	909	530	2388
CHILDREN'S BOOKS				
Fiction	1447	1496	911	3854
Nonfiction	433	633	275	1341
YA BOOKS				
Fiction	224	317	165	706
Nonfiction	11	23	11	45
Magazines, Adult	741	435	334	1510
Magazines, Children	70	28	22	120
Sound Recordings, adult	601	511	475	1587
Sound Recordings, ch	81	183	36	300
Online databases	0	0	0	0
Software	46	79	27	152
Vertical file	0	0	2	2
VHS/DVD	1886	2469	1947	6302
Equipment	85	41	48	174
Total	8361	8682	5787	22830
A-V Circulation	2614	3242	2485	8341
A-V Circulation as % of total	31.3%	37.3%	42.9%	36.5%

February 2011

[illegible]

Fiction	92	1	1,787	55	5	1,558	62	0	1,004	4,349
Nonfiction	64	9	949	122	38	909	24	10	530	2,388

Fiction	23	0	1,447	37	60	1,496	17	1	911	3,854
Nonfiction	4	1	433	11	0	633	4	0	275	1,341

Fiction	3	0	224	26	1	317	15	0	165	706
Nonfiction	0	0	11	2	0	23	2	0	11	45

Magazines,Adult	741	435	334	1,510
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Magazines, Child	70	28	22	120
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Games, Toys	0
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Sound Rec/Adult	11	1	601	8	1	511	38	0	475	1.587
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Sound Rec/Child	0	0	81	3	0	183	0	0	36	300
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[illegible]

Software	0	0	46	0	5	79	0	0	27	152
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[illegible]

VHS/DVD	18	175	1.886	41	2	2.469	35	1	1.947	6.302
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Equipment	85	41	48	174
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TOTAL	215	187	8.361	305	112	8.682	197	12	5.787	22.830
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WHEATFIELD

Total Materials Owned	71,451	61,366	46,831
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Circulation Increase/Decrease	-19.6%	-6.3%	-18.3%
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[illegible]

% change

Current month's Circulation	26,744	22,830	-14.6%
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Jan. to date circulation	54,167	49,488	-8.6%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month	
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes	
XX						
						ADULT BOOKS
19,954	20,045	11,416	11,466	12,267	12,329	Fiction
18,536	18,591	19,717	19,801	9,929	9,943	Nonfiction
						CHILDREN'S BKS
13,621	13,644	11,359	11,336	9,757	9,773	Fiction
9,015	9,018	6,214	6,225	5,337	5,341	Nonfiction
						YA BOOKS
2,009	2,012	2,369	2,394	2,050	2,065	Fiction
501	501	695	697	191	193	Nonfiction
						0 Magazines,Adult
						0 Magazines, Child
0	0	20	20	0	0	0 Games, Toys
2,922	2,932	3,411	3,418	3,249	3,287	Sound Rec/Adult
642	642	508	511	671	671	Sound Rec/Child
25	25	16	16	1	1	1 Online Databases
364	364	358	353	181	181	Software
3	3					Vertical Files
3,713	3,556	4,948	4,987	2,956	2,990	VHS/DVD
118	118	142	142	57	57	Equipment
71,423	71,451	61,173	61,366	46,646	46,831	TOTAL
XX						

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
February 2011

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	214	46	151	33	288	62	653	141
LOCAL HISTORY								
In person	3	1	20	6	1	0	24	7
Letters written	8	8	12	12	0	0	20	20
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1181	49	1502	63	760	32	3443	143
Computer software used	186	16	140	12	101	8	427	36
VCR Use	0	0	0	0	0	0	0	0
Microforms	6	1	3	0		0	9	1
CD ROM/Online databases	183	15	290	24	142	12	615	51
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	2	1	0	0	2	1
OTHER LIBRARY SERVICES USED								
Outreach activities	28	28	6	4	0	0	34	23
Notarized documents	6	2	8	2	1	0	15	4
Meeting Room Use (no. of group	47	16	39	13	43	14	129	43
Study room use	18	2	12	1	32	3	62	5
Proctoring	2	1	2	1	2	1	6	3
Tax Forms distributed	0	0	36	0	8	0	44	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	80		333		160		573	
WIRELESS USE via patron owned pcs	214		250		94		558	
SELF-CHECKOUT USE	184		532		297		1013	
INTERLIBRARY LOANS								
Requests made for:	79	20	42	11	37	9	158	40
Items rec'd for:	64	32	38	19	28	14	130	65
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8301	8381	4688	21370
Non-resident, paying	1	4	0	5
PLAC card users	0	4	0	4
Reciprocal borrowers	395	418	86	899
Number of New Patrons Added	54	43	36	

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		

Programs for all ages	0	0	1	6	0	0	1	6
Children's Programs (0-13)	9	54	10	60	12	72	31	186
Number attending	96		90		284		470	
YA Programs (14-17)	0	0	1	6	1	6	2	12
Number attending	5		4		3		12	
Adult Programs	1	6	1	6	0	0	2	12
Number attending	21		29		15		65	
Senior Citizen Programs	9	54	3	18	3	18	15	90
Number attending	54		42		29		125	
Total Number of Programs	19	114	16	96	16	96	51	306
Total Persons Attending	176		165		331		672	
Total Attending Same Month Last Year	214		367		328		909	
Total Staff Hours Spent		349		297		252	898	889
Total Number of In-House Programs	14		12		9		35	
Total Attendance	99		82		117		298	
Total Number of Outreach Programs	5		4		7		16	
Total Attendance	77		83		214		374	

CIRCULATION BY PATRON CODE

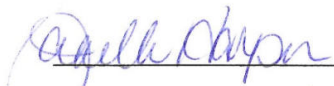
PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5913	71.3%	5546	64.0%	3787	65.8%	15246	67.1%
Corporate	9	0.1%	54	0.6%	0	0.0%	63	0.3%
Juvenile 0-11	88	1.1%	378	4.4%	55	1.0%	521	2.3%
Juvenile-AV	1321	15.9%	880	10.2%	909	15.8%	3110	13.7%
Nonresident No Fee	33	0.4%	101	1.2%	72	1.3%	206	0.9%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	58	0.7%	0	0.0%	58	0.3%
Reciprocal Adult	329	4.0%	295	3.4%	75	1.3%	699	3.1%
Reciprocal Juvenile	0	0.0%	8	0.1%	0	0.0%	8	0.0%
Reciprocal Juvenile AV	0	0.0%	17	0.2%	0	0.0%	17	0.1%
Reciprocal YA	20	0.2%	0	0.0%	0	0.0%	20	0.1%
Reciprocal YA AV	0	0.0%	6	0.1%	0	0.0%	6	0.0%
School	0	0.0%	2	0.0%	0	0.0%	2	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	2	0.0%	110	1.3%	2	0.0%	114	0.5%
Staff	367	4.4%	799	9.2%	658	11.4%	1824	8.0%
Walking books	48	0.6%	35	0.4%	7	0.1%	90	0.4%
YA 12-17	27	0.3%	66	0.8%	36	0.6%	129	2.7%
YA-AV	140	1.7%	305	3.5%	158	2.7%	603	2.7%
Total	8297		8660		5759		22716	
All items borrowed by nonresidents	384	4.6%	597	6.9%	149	2.6%	1130	5.0%

**Salary Ordinance 2011
Updated 3/14/11**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Andrew Johns	Page	\$7.25	3/7/11	10	R

Andrew Johns has been hired as a Rensselaer page, replacing Shawna Brinkley who resigned her position.

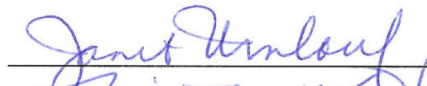
We have examined and approved the changes to the 2011 Jasper County Public Library Salary Ordinance. Dated 3/14/11



 Deana X. George

 Natalie A. Gehring

 Cody M. [Signature]



 Timothy M. Schuck

Microfilm/Microfiche Reader/Scanner/Printer Policy

Only persons in 6th grade or older may use the reader/scanner/printers. Younger persons must have assistance with the usage of the machine. If a parent or staff member is not available to assist, patrons not yet in 6th grade will not be permitted to use the machine. Loss or damage to the reader/scanner/printer or to microforms due to abusive handling will be paid for by the user.

Print copies are 10 cents per page.

Availability of the reader/scanner/printer is first come, first served, with a two hour limit. If no one is waiting, patron may continue use.

Library staff have has the right to restrict usage for those people who cannot abide by the regulations of the library and the specific rules for use of the reader/scanner/printer.

5/96; revised 3/11

Old Books

Assessor's Book 1931- Marion Township

Assessor's Book 1931- Rensselaer

Assessor's Book 1932- Jordan Township

Assessor's Book 1932- Kankakee Township

Board of School Trustees Cash Book 1929

Board of School Meeting Minutes 1929

Board of School Trustees Cash Book 1927

Board of School Trustees Claim Docket 1924

Teachers of Marion Township Teacher's Institute 1896

Teachers Report to School Trustees 1867-1883

School Accounts 1897

Teachers Reports 1883-1884

Calahan Accounts 1943

Gifford and Calahan Accounts 1913

Calahan Accounts 1904

Kellner and Calahan 1917

Calahan Accounts 1921-1922

Calahan Accounts 1920

Calahan Accounts 1919-1920

Calahan Receipt Book 1943

Account Book 1916

Personal Accounts

Books Audited by J.N. Leatherman 1908

Yoeman Credit Book 1893

Jasper County Civil Defense Council 1941-1943

School Enumeration Record 1866

Treasurer's Cash and Daily Balance Book 1908

Treasurer's Tax Duplication Records 1873

Treasurer's 1975

Tax Duplicate and Delinquent 1885

First National Bank Check Records 1924-1925

JCPL FINANCIAL STATEMENT
February 28, 2011

F1

	<u>Beginning 2011 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$658,796.81	\$149,971.59	\$293,490.39	\$57,079.12	\$114,381.37	\$479,687.79
Includes Investments of:						
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$6,786.28	\$291.44	\$504.25	\$471.88	\$1,001.88	\$7,283.91
DeMotte	\$1,694.92	\$114.08	\$235.50	\$100.00	\$100.00	\$1,559.42
Rensselaer	\$3,898.84	\$90.22	\$160.31	\$50.00	\$180.00	\$3,918.53
Wheatfield	\$1,192.52	\$87.14	\$108.44	\$321.88	\$721.88	\$1,805.96
Library Improvement Reserve Fund	\$215,110.13	\$0.00	\$0.00	\$91.38	\$171.22	\$215,281.35
Includes Investments of:						
Bond & Interest Redemption Fund	\$179,021.25	\$0.00	\$156,640.00	\$0.00	\$0.00	\$22,381.25
Includes Investments of \$0.00						
Rainy Day Fund	\$303,858.32	\$0.00	\$0.00	\$0.00	\$0.00	\$303,858.32
Includes Investments of \$0.00						
State Technology Fund G	\$9,655.00	\$885.00	\$1,770.00	\$0.00	\$0.00	\$7,885.00
Capital Projects Fund	\$1,006,019.73	\$0.00	\$7,500.00	\$236.58	\$462.27	\$998,982.00
Includes Investments of \$500,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$89,451.93	\$0.00	\$0.00	\$0.00	\$0.00	\$89,451.93
Sales Tax	\$20.81	\$0.00	\$0.00	\$0.14	\$2.38	\$23.19
Construction Fund	\$178,638.84	\$0.00	\$0.00	\$41.73	\$83.65	\$178,722.49
Includes Investments of \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$60.00	\$60.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,268.94	\$16,773.84	\$8,268.94	\$16,773.84	\$0.00
FICA Tax Collected	\$0.00	\$5,011.07	\$9,993.03	\$5,011.07	\$9,993.03	\$0.00
State Tax Collected	\$3,431.56	\$3,351.74	\$6,803.71	\$3,332.80	\$6,684.54	\$3,312.39
County Tax Collected	\$2,416.10	\$2,451.25	\$4,867.30	\$2,462.61	\$4,913.86	\$2,462.66
Deferred Comp.	\$0.00	\$2,560.00	\$5,080.00	\$2,560.00	\$5,080.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,032.13	\$6,064.17	\$3,032.05	\$6,064.10	(\$0.07)
Employee Life Insur.	\$0.00	\$136.16	\$280.32	\$88.08	\$232.24	(\$48.08)
Employee P.E.R.F.	\$6,609.66	\$0.00	\$6,609.66	\$2,313.57	\$4,620.62	\$4,620.62
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,660,076.42	\$175,959.32	\$516,426.67	\$85,049.95	\$170,525.00	\$2,314,174.75

Bank Balances
Jasper County Public Library
Report as of: 2/28/2011

<i>Bank</i>		
1	Alliance Bank	\$1,411,997.00
2	Demotte State Bank	\$7,903.91
3	Alliance Bank-LIRF Acct	\$215,281.35
5	Cash On Hand	\$270.00
6	Alliance Bank-Construction Ckg.	\$178,722.49
7	Rensselaer Banking Ctr CD#400041737/400042127	\$500,000.00
8		
9		
10		
11		

Total all banks = \$2,314,174.75

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**100 OPERATING FUND****Jasper County Public Library****Report Date: From 2/1/2011 To 2/28/2011**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 SALARY OF LIBRARIAN	\$57,866.00	\$0.00	\$57,866.00	\$4,822.14	\$9,596.61	\$48,269.39	16.6
1.12 SALARY OF ASSISTANTS	\$1,010,295.00	\$0.00	\$1,010,295.00	\$81,534.09	\$162,852.16	\$847,442.84	16.1
1.13 WAGES OF JANITORS	\$54,774.00	\$0.00	\$54,774.00	\$5,367.06	\$10,483.45	\$44,290.55	19.1
1.21 EMPLOYER'S SHARE-FICA	\$85,905.00	\$0.00	\$85,905.00	\$6,784.87	\$13,530.41	\$72,374.59	15.8
1.22 UNEMPLOYMENT COMPENSATION	\$4,658.00	\$0.00	\$4,658.00	\$0.00	\$288.73	\$4,369.27	6.2
1.23 EMPLOYER'S CONTRIB.- PERF	\$71,267.00	\$0.00	\$71,267.00	\$0.00	\$17,309.37	\$53,957.63	24.3
1.24 EMPLOYER'S CONTRIB.- INS.	\$100,029.00	\$0.00	\$100,029.00	\$6,208.65	\$13,290.63	\$86,738.37	13.3
Subtotal	\$1,384,794.00		\$1,384,794.00	\$104,716.81	\$227,351.36	\$1,157,442.64	16.4
2. Supplies							
2.11 OFFICIAL RECORDS	\$325.00	\$0.00	\$325.00	\$0.00	\$349.36	(\$24.36)	107.5
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$7,500.00	\$0.00	\$7,500.00	\$899.42	\$899.42	\$6,600.58	12.0
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$469.00	\$469.00	\$5,531.00	7.8
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$920.96	\$1,027.95	\$5,172.05	16.6
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$43.37	\$46.36	\$153.64	23.2
2.33 REPAIR PARTS	\$700.00	\$0.00	\$700.00	\$374.11	\$519.07	\$180.93	74.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$13,400.00	\$0.00	\$13,400.00	\$409.49	\$459.72	\$12,940.28	3.4
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
Subtotal	\$35,825.00		\$35,825.00	\$3,116.35	\$3,770.88	\$32,054.12	10.5
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,065.00	\$0.00	\$5,065.00	\$822.00	\$862.00	\$4,203.00	17.0
3.21 TELEPHONE	\$4,000.00	\$0.00	\$4,000.00	\$172.00	\$208.04	\$3,791.96	5.2
3.22 POSTAGE	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.0
3.23 MILEAGE	\$22,000.00	\$0.00	\$22,000.00	\$944.10	\$1,582.60	\$20,417.40	7.2
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$282.48	\$452.04	\$7,547.96	5.7
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$86.10	\$106.85	\$1,393.15	7.1
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$0.00	\$0.00	\$35,400.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.33 MARKETING ADVERTISING	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$200.00	\$200.00	(\$50.00)	133.3
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$1,719.00	\$1,719.00	\$24,281.00	6.6
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$3,544.13	\$7,192.41	\$42,807.59	14.4
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$5,270.81	\$10,711.48	\$59,288.52	15.3
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$129.55	\$213.05	\$1,786.95	10.7
3.54 WASTE DISPOSAL SERVICES	\$5,100.00	\$0.00	\$5,100.00	\$415.72	\$861.15	\$4,238.85	16.9
3.61 BUILDING & STRUCTURES	\$47,320.00	\$0.00	\$47,320.00	\$6,311.53	\$8,696.53	\$38,623.47	18.4
3.62 EQUIPMENT REPAIRS	\$1,200.00	\$0.00	\$1,200.00	\$174.00	\$174.00	\$1,026.00	14.5
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$74.90	\$175.10	30.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.91 DUES	\$2,220.00	\$0.00	\$2,220.00	\$74.00	\$1,963.97	\$256.03	88.5
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$125.00	\$14.99	\$139.99	\$35.98	\$46.38	\$93.61	33.1
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$91,563.00	\$0.00	\$91,563.00	\$8,613.54	\$9,575.29	\$81,987.71	10.5
Subtotal	\$433,338.00	\$14.99	\$433,352.99	\$28,804.89	\$44,639.69	\$388,713.30	10.3
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$11,625.00	\$0.00	\$11,625.00	\$0.00	\$0.00	\$11,625.00	0.0
4.51 BOOKS	\$147,000.00	\$0.00	\$147,000.00	\$6,524.06	\$8,613.38	\$138,386.62	5.9
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$325.00	\$1,008.95	\$20,991.05	4.6
4.53 NONPRINTED MATERIALS	\$78,500.00	\$149.90	\$78,649.90	\$6,424.48	\$8,046.13	\$70,603.77	10.2
Subtotal	\$259,125.00	\$149.90	\$259,274.90	\$13,273.54	\$17,668.46	\$241,606.44	6.8
Grand Total	\$2,113,082.00	\$164.89	\$2,113,246.89	\$149,911.59	\$293,430.39	\$1,819,816.50	13.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
2/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Refund on Lost Bk Pd & Found - A/P#102 (Sirk)
1/3/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$149.90	Encumbered per Board Mtg Approval, 12/29/10

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$164.89

Voucher List
Jasper County Public Library
Report Date: From 2/1/2011 To 2/28/2011

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	60	GREAT-WEST RETIREMENT S	2/10/2011	Annuity w/held from 10 Feb 11 Payroll-7 participants. (Online Confirmation #IBYBPKE)	\$1,280.00
0	61	INDIANA DEPARTMENT OF RE	2/10/2011	State & County Taxes w/held 10 Feb 11 Payroll, ref #14876, Verif Code #39	\$5,802.99
0	62	IRS USA TAXPAYMENT	2/10/2011	FICA & Federal Taxes w/held 10 January 11, Ref #00511724	\$10,218.51
0	63	JOSEPH ZELLON	2/10/2011	Courier Mileage-January 16-31, 2011 Confirm #GBFBUK82	\$336.60
0	64	TOWN OF DEMOTTE	2/10/2011	Sewer-Jan @ DeM.	\$69.80
0	65	TOWN OF WHEATFIELD SEW	2/10/2011	Sewer @ Wh. Lib-Jan	\$56.65
0	66	PAYROLL	2/10/2011	PAYROLL	\$46,658.06
30119	67	AARON'S LAWN CARE	2/14/2011	Snow removal, Wh. & Dm-1/7/11-1/27/11	\$1,305.00
30120	68	ABC-CLIO, LLC	2/14/2011	Pop Culture Universe 13 month online subscription, 3/6/11-3/5/12	\$749.00
30121	69	ACE HARDWARE	2/14/2011	Paint, Masking Tape	\$43.37
30122	70	ALLIED WASTE SERVICES #71	2/14/2011	Trash Service-Feb 2011 @ Wh. Lib	\$60.52
0	71	ALLIANCE BANK	2/14/2011	EFT Direct Deposit Transaction Fees for January 2011 Payroll	\$36.30
30123	72	ANGELA BARTON	2/14/2011	Mileage: Management Meeting	\$22.44
30124	73	ANTHEM BLUE CROSS & BLU	2/14/2011	Administrative COBRA services-2011 (19 participants)	\$342.00
30125	74	ANTHEM BLUE CROSS BLUE	2/14/2011	Health/Dental Premium-Feb 2011, 19 employees	\$8,876.94
30126	75	ANTHEM LIFE	2/14/2011	Life Ins. Premium, Feb 2011	\$99.54
30127	76	AVC CORPORATION	2/14/2011	2011 Annual Financial Computer Support	\$1,188.00
30128	77	BAKER & TAYLOR	2/14/2011	Books, Continuations, Auto Yours, Gift Books, AV,shipping	\$6,314.42
30129	78	BAKER & TAYLOR ENTERTAIN	2/14/2011	DVDs	\$17.84
30130	79	REBECCA AMALONG	2/14/2011	Mileage: Librarian's Council	\$35.70
30131	80	BETH REASONER	2/14/2011	Mileage: Counterparts & Preschool Visits	\$51.63
30132	81	BIERMA HARDWARE, INC.	2/14/2011	Washers, Silicone Grease, Picture Hangers, Bulbs	\$12.14
30133	82	BORDERS	2/14/2011	Cds, DVDs, Books	\$1,079.82
30134	83	CAPITAL ONE BANK (USA), NA	2/14/2011	Employee Recognition, Friends Thank you, Mgmt Mtg Expenses, SHRM Expenses, Flash Drives, Toner, AV Shopping Expenses, Crafts, DVDs, CDs, B2B expenses, Organizer Mesh Bins, Books.	\$4,176.73
30135	84	CARDINAL OFFICE PRODUCT	2/14/2011	Mtnce Contract 10/21/10-1/21/11, DeMotte Workroom Copier DC 425 L	\$231.76
30136	85	CENTER POINT PUBLISHING	2/14/2011	Books	\$81.28
30137	86	CENTURYLINK	2/14/2011	Local phone, Rens. Lib, Feb 2011	\$43.25
30138	87	CULLIGAN OF KOUTS	2/14/2011	Water Cooler Rental (Feb)	\$56.00
30139	88	DANIEL J. HETTINGER	2/14/2011	File Cabinet Lock Assembly & Troubleshoot 4 other cabinets	\$174.00
30140	89	DONNA HAMSTRA	2/14/2011	Lost Book Returned	\$16.00
30141	90	DEX	2/14/2011	Qtly Pymt-Feb, March, & April 2011 White & Yellow page listings	\$87.00
30142	91	DEZELAN-GDM INSURANCE A	2/14/2011	Director's & Officers Liability Annual Insurance Premium-2011	\$1,719.00
30143	92	EMILY DURAN	2/14/2011	Mileage: AV Shopping Trip	\$46.92
30144	93	EDUCATION NETWORKS OF A	2/14/2011	Internet Connection-Jan	\$885.00
30145	94	FLEX-PAC INC	2/14/2011	Paper Towels	\$217.81
30146	95	GAIL EVANS	2/14/2011	Air Freshner, Mileage: Deposits, ILL, Auditor's Office, Post Office, Records Office, WalMart	\$19.02
30147	96	GAIL EVANS	2/14/2011	Increase Cash Change Fund by \$20 per branch	\$60.00
30148	97	GALE	2/14/2011	Gift Fund Books	\$58.37

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30149	98	INDIANA DEPARTMENT OF EN	2/14/2011	Annual Public Water System Fee-Wheatfield & DeMotte	\$200.00
30150	99	INDIANA LIBRARY FEDERATIO	2/14/2011	2011 ILF Legislative Day	\$15.00
30151	100	INTELLIGENT CLEANING SYS	2/14/2011	Kitchen Roll Towels, Multi-Fold Towels, Toilet Tissue	\$243.19
30152	101	KENT ADHESIVE PRODUCTS	2/14/2011	Label Protectors, Repair Tape, Magazine Reinforcement, Easy Jacket	\$128.27
30153	102	KIM SIRK	2/14/2011	Lost book returned	\$14.99
30154	103	KIRBY RISK CORPORATION	2/14/2011	Ballasts, Outdoor bulbs, Acrylic Globe, Replacement Deffuser w/ Lens	\$934.47
30155	104	KONE, INC.	2/14/2011	Qtly Elevator Maintenance Agreement	\$477.96
30156	105	LAFAYETTE OFFICE SYSTEM	2/14/2011	4th Qtr Copier mtncce usage-Rens. Lib Bizhub C360	\$392.23
30157	106	LINDA POORTENGA	2/14/2011	Mileage: Customer Service Wksp, Book Vendor, B2B, Counterparts	\$108.12
30158	107	LITTLE PIM	2/14/2011	DVDs	\$127.42
30159	108	M W INSURANCE AGENCY	2/14/2011	Offical Treasurer and Assistant Bonds	\$200.00
30160	109	MIDAMERICA BOOKS	2/14/2011	Books	\$118.65
30161	110	MIDWEST TAPE	2/14/2011	DVDs	\$48.97
30162	111	MOOLENAAR SUPREME LAW	2/14/2011	2011 Annual Lawn Fertilization & Grub Control Applications- Rens Lib	\$570.00
30163	112	MOVIE LICENSING USA	2/14/2011	Site Licenses for Movie Copyright Compliance, 2/1/11-1/31/12 - Wh & Ren Libraries (Lic #186929001)	\$480.00
30164	113	NIPSCO	2/14/2011	Wheatfield Utilites 1/3/11-2/1/11	\$2,011.91
30165	114	OLIVIA SHEEHY	2/14/2011	Returned Lost Book	\$4.99
30166	115	OFFICE DEPOT	2/14/2011	Steno Pads, Rubber Cement, Erasers, Masking Tape, Note Cards, Correction Tape, Index Cards, Envelopes, Ink Pads, Ink Cartridge, Roll on Ink	\$211.96
30167	116	ORIENTAL TRADING CO., INC	2/14/2011	Paint Palettes	\$3.99
30168	117	OSBY WATER CONDITIONING	2/14/2011	Chemicals for softener-Wh. Lib	\$75.00
30169	118	PEGGY WOODS	2/14/2011	Mileage: AV Shopping, Return a DVD	\$31.62
30170	119	POINT OF SALE	2/14/2011	Receipt Paper	\$117.38
30171	120	PURDUE UNIVERSITY	2/14/2011	Books	\$151.00
30172	121	QUILL CORPORATION	2/14/2011	Contact Paper, Hanging File Folders, Toner, Laserjets	\$431.18
30173	122	RENSSELAER REPUBLICAN	2/14/2011	Wh. Lib. Newspaper subscription, 2/25/11-2/25/12	\$117.00
30192	123	ROTARY CLUB of RENSSELAE	2/14/2011	Nov/Dec Dues	\$24.00
30175	124	ROEING CORP.	2/14/2011	Flashdrives	\$88.00
30176	125	MIDDLEBURY COMMUNITY PU	2/14/2011	2011 Dues for NICCL	\$50.00
30177	126	SUE TOBIAS	2/14/2011	Mileage: Deposit, Post Office, ILL, Deliver Board Packets, SHRM Mtg	\$55.25
30178	127	SVT, LLC	2/14/2011	Teen Read Expenses, Healthy Food Program Expenses	\$40.87
30179	128	THE LIBRARY CORPORATION	2/14/2011	Enhanced Content Renewal & Comm. Protocol	\$5,917.00
30180	129	TLC HOME IMPROVEMENTS, L	2/14/2011	Plowing and Salting of Rensselaer (1/3/11-2/7/11)	\$2,590.00
30181	130	TRUGREEN CHEMLAWN	2/14/2011	Ice Melt	\$385.00
30182	131	TRU-GREEN LIMITED PARTNE	2/14/2011	2011 Annual Lawn Fertilization & Grub Control Applications-DeM & Wh	\$757.30
30183	132	UNIQUE MANAGEMENT SERVI	2/14/2011	Collections-Dec/Jan Initial/Secondary Placements	\$370.29
30184	133	VISION SERVICE PLAN- (IN)	2/14/2011	Vision Premium, 19 employees Feb 2011	\$190.98
30185	134	WAL-MART COMMUNITY/GEM	2/14/2011	CLR, Third Thursday Expenses, Prizes for Santa, DVDs, Brown Bags	\$823.03
30186	135	WASTE MANAGEMENT	2/14/2011	DeM. Trash Removal - Feb	\$20.00
30187	136	WEST GROUP	2/14/2011	Continuation Legal Forms	\$133.00
30188	137	CIRCLE R ELECTRIC, INC.	2/14/2011	Replace outdoor parking lot bulbs-Wh. Lib	\$504.23
30189	138	KOLOORTECH, INC.	2/14/2011	Fluorescent lights & outdoor bulbs	\$274.75
30190	139	NIPSCO	2/14/2011	Utilities-DeMotte Lib -January	\$3,580.49
0	140	PAYROLL	2/25/2011	PAYROLL	\$45,065.23
0	141	CENTURYLINK	2/25/2011	Local phone, Wh. Lib, Feb 2011 (On-Line Conf #CB4BRKZ5)	\$41.75
0	142	CHICAGO TRIBUNE	2/25/2011	Subscription, 2/20/11-2/18/12, Daily-Rensselaer (Online #6BTBQKLF)	\$208.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	143	CITY OF RENSSELAER	2/25/2011	Utilities, 1/1-2/8/11, Rens Lib. (Online Conf #YBCB2KZ5)	\$3,514.79
0	144	GREAT-WEST RETIREMENT S	2/25/2011	Annuity w/held from 25Feb 11 Payroll-7 participants. (Online Confirmation #TB2BAKVH)	\$1,280.00
0	145	IRS USA TAXPAYMENT	2/28/2011	FICA & Federal Taxes w/held 25Feb11, Ref #85180974	\$9,846.37
0	146	JOSEPH ZELLON	2/25/2011	Courier Mileage-February 1-15, 2011(Online Confirm #RBDBWKIG)	\$244.80
0	147	AFLAC	2/28/2011	Supplemental Ins. Premium-Feb (ONLINE Banking #8BQBEK68)	\$209.48
0	148	VISION SERVICE PLAN- (IN)	2/28/2011	Correct Fund Amount on A/P #40	\$0.00
Total Amount of Claims					\$175,959.32

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, March 02, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$175,959.32

Date this 14th day of March, 20 11.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

February 28, 2011

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
ES & FEES:			\$2,833.03	\$5,803.54
DeMotte	\$1,258.59	\$2,255.38		
Rensselaer	\$952.89	\$2,124.67		
Wheatfield	\$621.55	\$1,423.49		
PHOTOCOPIES:			\$749.09	\$1,554.93
DeMotte	\$311.10	\$603.65		
Rensselaer	\$247.19	\$550.18		
Wheatfield	\$190.80	\$401.10		
INTEREST:			\$526.48	\$997.15
Checking/Repurchase/Savings/CD's	\$526.48	\$997.15		
TAXES:			\$52,968.66	\$105,937.32
Property Tax	\$0.00	\$0.00		
LOIT	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$43,842.33	\$87,684.66		
Local Option/Property Tax Repl.	\$9,126.33	\$18,252.66		
TAXABLE SALES:-			\$1.86	\$33.18
REFUNDS:			\$0.00	\$55.25
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$22.25		
Meeting Room Rental	\$0.00	\$0.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$33.00		
Miscellaneous Receipts	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$57,079.12	\$114,381.37
PLAC FUND:-			\$0.00	\$0.00
GIFT FUNDS:			\$471.88	\$1,001.88
DeMotte	\$100.00	\$100.00		
Rensselaer	\$50.00	\$180.00		
Wheatfield	\$321.88	\$721.88		
LIB. IMPROV. RESERVE FUND:			\$91.38	\$171.22
Interest Earned	\$91.38	\$171.22		
Transfer from Operating	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$236.58	\$462.27
Interest Earned	\$236.58	\$462.27		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
ST/HOSPITALITY FUND:-			\$0.00	\$0.00
LEVY EXCESS FUND:-			\$0.00	\$0.00
SALES TAX:-			\$0.14	\$2.38
CONSTRUCTION FUND: (Interest Earned)-			\$41.73	\$83.65
CASH CHANGE FUND			\$60.00	\$60.00
SUB-TOTAL (page 1).....			\$57,980.83	\$116,162.77

WITHHOLDING ACCOUNT FUNDS:

			\$27,069.12	\$54,362.23
FIT Tax Collected	\$8,268.94	\$16,773.84		
FICA Collected	\$5,011.07	\$9,993.03		
State Tax Collected	\$3,332.80	\$6,684.54		
County Tax Collected	\$2,462.61	\$4,913.86		
Deferred Comp Plan	\$2,560.00	\$5,080.00		
Pre-tax Insurance Plans	\$3,032.05	\$6,064.10		
Life Insurance	\$88.08	\$232.24		
PERF	\$2,313.57	\$4,620.62		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$85,049.95	\$170,525.00

Voucher List**Jasper County Public Library****Report Date: From 3/1/2011 To 3/15/2011**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	149	GREAT-WEST RETIREMENT S	3/10/2011	Annuity w/held from 10 March 11 Payroll-7 participants. (Online Confirmation #RBZB5K6Y)	\$1,280.00
0	151	IRS USA TAXPAYMENT	3/10/2011	FICA & Federal Taxes w/held 10 March 11, Ref #13606743	\$8,818.18
0	152	JOSEPH ZELLON	3/10/2011	Courier Mileage-February 16-28, 2011(Online Confirm #6BLB4KA1)	\$244.80
0	153	TOWN OF DEMOTTE	3/10/2011	Sewer-Feb @ DeM. (Confirm #NBSB7K48)	\$69.80
0	154	TOWN OF WHEATFIELD SEW	3/10/2011	Sewer @ Wh. Lib-Feb (Confirm #DBLBFKCZ)	\$56.65
0	155	PAYROLL	3/10/2011	PAYROLL	\$41,240.84
30193	156	AARON'S LAWN CARE	3/14/2011	Snow removal, Wh. & Dm-2/1/11-2/08/11	\$1,260.00
30194	157	ACE HARDWARE	3/14/2011	Caulk, hardware, drill bit, men's urinal repair parts @ DeM.	\$22.14
0	158	ALLIANCE BANK	3/14/2011	EFT Direct Deposit Transaction Fees for February 2011 Payroll	\$36.50
30195	159	ALLIED WASTE SERVICES #71	3/14/2011	Trash Pick-up @ Whetfd Lib, March	\$60.88
30196	160	ANGELA BARTON	3/14/2011	Mileage: B2B, Bk Salesman Visit	\$68.34
30197	161	ANTHEM BLUE CROSS BLUE	3/14/2011	Health/Dental Premium-Mar 2011, 19 employees	\$9,307.62
30198	162	ANTHEM LIFE	3/14/2011	Life Ins. Premium, March 2011	\$106.74
30199	163	BAKER & TAYLOR	3/14/2011	Books, Continuations, AV, Auto. Yours	\$6,020.66
30200	164	BAKER & TAYLOR ENTERTAIN	3/14/2011	DVDs	\$106.80
30201	165	CAPITAL ONE BANK (USA), NA	3/14/2011	VISA - Meeting Expenses, Program Expenses, Postage, Ch. Library Prog Supplies (2/3-3/2)	\$151.78
30202	166	CENTURYLINK	3/14/2011	Local Phones-Rens	\$118.40
30203	167	CHESTER TECHNOLOGIES	3/14/2011	HP Extended Support + Parts & Labor	\$322.00
30204	168	CULLIGAN OF KOUTS	3/14/2011	Water Cooler rental-Wh. Lib. (March)	\$9.95
30205	169	DEBORAH KRISTOFF	3/14/2011	Courier Mileage, 2/28-3/4/11	\$183.60
30206	170	DEMCO	3/14/2011	Book Pockets, Clear 4" Book Tape, Wire wall magazine holder	\$291.91
30207	171	DIANA KOOY	3/14/2011	Counterparts & Mgmt Meeting Expenses, Sharpie Pen, Movie Prog Snacks, Book	\$71.19
30208	172	DIANE OPOLSKI	3/14/2011	DVD	\$32.00
30209	173	DUCKWALL-ALCO STORES, IN	3/14/2011	Make It-Take It, Storytime, AfterSchool ProgramSupplies/expenses	\$32.02
30210	174	EDUCATION NETWORKS OF A	3/14/2011	Internet Connection-Feb 2011	\$885.00
30211	175	EMILY DURAN	3/14/2011	Marketing Mtg Mileage	\$22.44
30212	176	FASE'S WATER TREATMENT	3/14/2011	Redout	\$147.00
30213	177	FLEX-PAC INC	3/14/2011	Gleme Glass Cleaner, Kleenex	\$164.04
30214	178	GAIL EVANS	3/14/2011	Safety Cones, Dirt Devil Vacuum Filter & Belts-Rens.	\$61.49
30215	179	GAYLORD BROS.	3/14/2011	Laser Spine & Graphic Novel Labels	\$125.83
30216	180	HIGHSMITH CO. INC.	3/14/2011	Laminating Film	\$129.96
30217	181	HP PRODUCTS CORP.	3/14/2011	Sensor XP vacuum (Rens), Vacuum bags	\$647.75
30218	182	INTELLIGENT CLEANING SYS	3/14/2011	Paper Towels, M-Fold Hand towels, Jumbo TP	\$279.52
30219	183	JASPER CO. VETERANS COU	3/14/2011	2-USA Flags	\$76.00
30220	184	JULIE FORBES	3/14/2011	Found Lost Book	\$16.99
30221	185	JUNIOR LIBRARY GUILD	3/14/2011	Young Adult books	\$167.40
30222	186	KANKAKEE VALLEY PUBLISHI	3/14/2011	Library Accounting Report Legal Ad- KV Post & Rens Rep.	\$215.73
30223	187	KIRBY RISK CORPORATION	3/14/2011	Light Bulbs	\$61.92
30224	188	KNOWBUDDY RESOURCES	3/14/2011	Children Books	\$238.17
30225	189	LIBRARY VIDEO COMPANY	3/14/2011	DVDs	\$117.38
30226	190	LINDA POORTENGA	3/14/2011	Mileage: Mgmt Mtg, B2B, Counterparts	\$94.86
30227	191	LINDA THOMPSON	3/14/2011	Paperbacks	\$35.84

Printed on **Monday, March 14, 2011**

Page 1 of 3

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30228	192	MIDWEST TAPE	3/14/2011	Children DVDs	\$94.94
30229	193	NANCY PHILLIPS	3/14/2011	Star Wars & Princess Programs-Rens.	\$21.97
30230	194	NANETTE SPEACHT	3/14/2011	DVD	\$42.15
30231	195	NIPSCO	3/14/2011	Utilities, Wh. Lib, 2/1-3/3/11	\$1,986.49
30232	196	OSBY WATER CONDITIONING	3/14/2011	Repair & Labor to Kinetico System Water Softener	\$80.00
30233	197	PATTY STRINGFELLOW	3/14/2011	Mileage: Branch Visits, Legislative Day Conf., Director's Mtg	\$182.58
30234	198	POSTMASTER	3/14/2011	Annual PO Box Rental fee-DeMotte Lib.	\$76.00
30235	199	PRECISION CONTROL SYSTE	3/14/2011	1st Qtr Mtnce @ D&R; transformer replaced, VAV repairs-Rens	\$2,555.07
30236	200	QUILL CORPORATION	3/14/2011	Packing Tape, fl. green labels	\$58.61
30237	201	RCHS CHAOS	3/14/2011	Yearbooks, 2008-2011	\$155.00
30238	202	SAINT JOSEPH COLLEGE	3/14/2011	Career & Internship expo - Vendor registration	\$15.00
30239	203	SCHOLASTIC LIBRARY PUBLI	3/14/2011	Books-Indian series	\$122.85
30240	204	SHOWCASES	3/14/2011	DVD (double) Cases	\$230.04
30241	205	SMART APPLE MEDIA	3/14/2011	Children Books	\$246.18
30242	206	ULINE	3/14/2011	DVD (single) Cases	\$266.22
30243	207	ULTIMATE OFFICE	3/14/2011	Adjust-A-View Pocket Organizers	\$185.93
30244	208	UNIQUE MANAGEMENT SERVI	3/14/2011	Collections - Initial & Secondary Placements-Feb 2011	\$305.35
30245	209	VISION SERVICE PLAN- (IN)	3/14/2011	Vision Premium, 19 employees Mar 2011	\$200.92
30246	210	WAL-MART COMMUNITY/GEM	3/14/2011	Children Program supplies; 409 Cleaner, Clorox Wipes, copy paper, drawer cart, DVDs, CDs	\$2,074.38
30247	211	WASTE MANAGEMENT	3/14/2011	Trash Pick-up @ DeM. March 2011	\$53.75
30248	212	YVONNE DEL VECCHIO	3/14/2011	Seniors Movie program expense; Mileage-Walking Bks, Community Connection/Prog Notices	\$31.07
30249	213	DAVIDSON TITLES INC.	3/14/2011	Books	\$2,310.09
30250	214	TODD W. LUKE	3/14/2011	Motion Sensor Light above Outdoor Storage threshold-Rens; Adhesive for Mtnce room new steps @ DeM	\$31.65
30251	215	POPULAR SUBSCRIPTION SE	3/14/2011	March Renewal Magazine Subscriptions	\$2,950.94

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$87,677.30

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, March 14, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$87,677.30

Date this 14th day of March, 20 11.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

APRIL

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, April 11, 2011, 6pm
DeMotte Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of March Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10; R 25)
Advance Tax Draw (R 25)
Workshop Request (R 25)

General Business

DeMotte Annual Report (R 26)
Wheatfield Library Roof (R 26)
Director Review (R 26)

Information
Action
Information

Director's Report (R 25- R 29)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

March 14, 2011
Rensselaer Library

Present: Jody Melton, Janet Umlauf, Deana George, Janelle Harper, Natalie Waling, Timothy Schultz Jr., Patricia Stringfellow, & Gail Evans.

Absent: Mari Anne Sayler

Agenda & Consent Agenda Approval: Workshop Request was added to the meeting Agenda's General Business items on a motion by D. George, second by N. Waling. The Consent Agenda and Agenda items, February Board Meeting Minutes, bills/financial reports, Salary Ordinance update, and the Microfilm Reader/Scanner/Printer Policy revisions as presented were approved on a motion by D. George, second by N. Waling. Motions passed.

Wheatfield Roof: Still no response from Troyer Group according to our attorney. After discussion, the Board's consensus was to ask Andree Builders to submit a quote for pulling back the insulation since there is no venting through the eaves. We will also ask Andy Andree to review Luther Mock's report and offer a comment on what it makes sense to do. T. Schultz is available to field any questions he may have. His quote will be reviewed at the April Board Meeting. In the meantime P. Stringfellow will compile past discussions and a summary of L. Mock's findings for the board to review.

The outstanding \$8500 Troyer bill is still in limbo with no communication from either party since last October when Troyer reminded us the bill was unpaid.

Board Committees: A hard copy was distributed via email prior to this evening's meeting and has also been provided for board packets. There were no questions regarding the assignments.

Local History Items: The Board reviewed a list of local history items that have been donated to the library over the years. They are perhaps valuable local history resources, but the library has limited space for storage, and these particular items are not really in keeping with our collection development practices for our Local History Department. They have been in storage in the Rensselaer Library attic for years. P. Stringfellow contacted our County Historian Judy Kanne who is also active in the Jasper County Historical Society to see if the Historical Society would like to receive these items. J. Kanne has indicated that the Historical Society would be happy to receive them. On a motion by T. Schultz, second by J. Umlauf, the board approved to transfer ownership of these items to the Jasper County Historical Society. Motion was unanimous.

NILBA Dinner: The Northwest Indiana Library Board Association is sponsoring a continuing education opportunity for Board Members on March 30 at Teibel's Restaurant in Schererville, Indiana. The evening's program will be on Cost Containment. J. Umlauf and P. Stringfellow will be attending.

Workshop Request Permission was requested to send Director P. Stringfellow and Technical Services Librarian Rebecca Amalong to the Indiana Online Users Group workshop on May 6th in Indianapolis. Cost of the workshop is \$55 each. We have sent staff to these workshops in the past and feel they are very informative and valuable. J. Umlauf moved, second by N. Waling, to approve the workshop request. Motion passed.

Director' Report: Our bond rating has improved from an A to A+ rating per S&P report. Their findings state that the library has a positive financial standing.

The library is pursuing several grant opportunities. We are seeking grant assistance for automatic door openers at DeMotte and Rensselaer Libraries, Summer Reading program prizes, and a cabinet for Milroy artifacts.

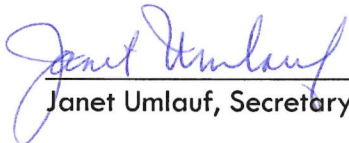
E-books are becoming increasingly popular since the December holidays. The feature article for our April newsletter focuses on our e-book collection. A copy of the article was distributed to each Board member. The article will be linked on our Facebook page as we continue to market the library and interact with our fans. In one week's time we have added 16 new fans.

Rensselaer Central School Corporation is seeking a Classroom Innovation Grant from the Indiana Department of Education to provide Personal Learning Devices for every 6th grader in their school. On behalf of the Library P. Stringfellow has written a letter of support for their grant. If RCSC wins this grant and 6th graders are provided personal learning devices we would welcome their use in our library. It would not require anything new from us and ties in to what we are already doing.

Other facility concerns that the library needs to address this year include additional parking at the Rensselaer Library, curb repairs at DeMotte and Rensselaer libraries, and security cameras.

Future Agenda Items: Wheatfield roof

Adjournment: With no further matters for discussion moved N. Waling, seconded by J. Umlauf, to adjourn at 6:54 PM.


Janet Umlauf, Secretary


Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE

March 2011

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	8	1	0	9
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	17	2	3	22
Award Winning non-fiction (DAWN)	0	0	0	0
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	50	3	2	55
Books on CD (DBKCD)	135	5	1	141
Books on Tape (DBKT)	2	1	1	4
Compact Disc (DCD)	416	18	5	439
Digital Audiobooks (DDA)	4	0	0	4
DVD (DDVD)	1798	47	7	1852
Equipment (DEQP)	150	0	0	150
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	39	0	0	39
Fiction (DFIC)	897	36	23	956
Fiction Fantasy (DFICF)	13	4	0	17
Fiction Mystery (DFICM)	153	9	4	166
Fiction New (DFICNEW)	501	19	10	530
Fiction Science Fiction (DFICSF)	7	1	1	9
Fiction Western (DFICW)	17	0	0	17
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	60	0	1	61
Hanging Bags (DHANG)	14	0	1	15
ILL (DILL)	69	0	0	69
Internet (DINTER)	1439	0	0	1439
Juv. Audio book (DJAUDB)	28	1	0	29
Juv. Biography (DJBIO)	52	3	2	57
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	49	0	0	49
Juvenile Easy (DJE)	677	44	6	727
Juv. Easy Non-fiction (DJENF)	70	6	1	77
Juv. Easy Reader (DJER)	413	8	3	424
Juv. Fiction (DJFIC)	378	17	19	414
Juv. Holiday books (DJHOL)	46	1	0	47
Juv. Magazine (DJMAG)	58	0	4	62
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	361	23	7	391
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	215	0	0	215
Large Print Fiction (DLPF)	115	8	1	124

Large Print Nonfic (DLPNF)	8	1	0	9
Magazine (DMAG)	1008	2	10	1020
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	12	5	0	17
Nonfiction 100 (DNF100)	34	0	0	34
Nonfiction 200 (DNF200)	58	4	1	63
Nonfiction 300 (DNF300)	120	3	7	130
Nonfiction 400 (DNF400)	5	0	0	5
Nonfiction 500 (DNF500)	36	0	0	36
Nonfiction 600 (DNF600)	308	11	31	350
Nonfiction 700 (DNF700)	124	8	5	137
Nonfiction 800 (DNF800)	33	0	0	33
Nonfiction 900 (DNF900)	100	3	1	104
Nonfiction DVD (DNFDVD)	81	6	1	88
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	152	2	1	155
Nonfiction VHS (DNFVHS)	24	1	0	25
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	10	2	1	13
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	11	0	0	11
Software (DSWAR)	65	2	0	67
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	188	2	0	190
YA Audio book (DYAUDB)	5	1	1	7
YA Biography (DYAB)	0	1	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	262	2	8	272
YA Music CD (DYACD)	1	0	0	1
YA Nonfiction (DYANF)	26	4	3	33
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	8	3	1	12
Award Winner JBIO (RAJBIO)	1	0	0	1
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	38	1	40
Books on CD (RBKCD)	7	162	2	171
Books on Tape (RBKT)	1	15	0	16
Compact Disc (RCD)	5	234	7	246
Digital Audiobooks (RDA)	0	6	0	6
DVD (RDVD)	12	2455	18	2485
Equipment (REQP)	0	64	0	64
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	31	0	31
Fiction (RFIC)	26	734	19	779
Fiction New (RFICNEW)	13	388	15	416
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0

Graphic Novels (RGN)	0	146	3	149
Hanging Bag (RHANG)	0	47	1	48
ILL (RILL)	1	53	2	56
Internet (RINTER)	0	1911	0	1911
Juv. Audio book (RJAUDB)	1	24	0	25
Juv. Biography (RJBIO)	0	44	0	44
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	42	0	42
Juvenile Easy (RJE)	6	847	3	856
Juv. Easy Non-fiction (RJENF)	0	38	0	38
Juv. Easy Reader (RJER)	2	295	2	299
Juv. Fiction (RJFIC)	7	591	7	605
Juv. Magazine (RJMAG)	0	29	0	29
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	2	556	0	558
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	2	0	2
Juv. Toddler (RJTOD)	0	98	0	98
Large Print Fiction (RLPF)	12	175	2	189
Large Print Nonfic (RLPNF)	0	15	0	15
Magazine (RMAG)	1	483	2	486
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	10	0	11
Non-Fiction 100 (RNF100)	0	16	0	16
Non-Fiction 200 (RNF200)	2	43	0	45
Non-Fiction 300 (RNF300)	8	125	5	138
Non-Fiction 400 (RNF400)	1	9	1	11
Non-Fiction 500 (RNF500)	0	31	0	31
Non-Fiction 600 (RNF600)	14	252	21	287
Non-Fiction 700 (RNF700)	2	113	2	117
Non-Fiction 800 (RNF800)	0	13	2	15
Non-Fiction 900 (RNF900)	1	75	2	78
Nonfiction DVD (RNFDVD)	8	124	1	133
Nonfiction (RNFIC)	0	2	0	2
Nonfiction new (RNFNEW)	11	243	9	263
Nonfiction VHS (RNFVHS)	0	35	0	35
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	7	0	7
Software (RSWAR)	2	66	1	69
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	31	0	31
YA Audio book (RYAUDB)	2	13	0	15
YA Biography (RYAB)	0	2	0	2
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	19	218	10	247
YA Music CD (RYACD)	3	110	3	116

YA Nonfiction (RYANF)	0	31	1	32
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	4	2	24	30
Books on CD (WBKCD)	12	14	156	182
Books on Tape (WBKT)	0	3	6	9
Compact Disc (WCD)	16	18	337	371
Digital Audiobooks (WDA)	1	1	2	4
DVD (WDVD)	14	55	1934	2003
Equipment (WEQP)	0	0	35	35
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	32	32
Fiction (WFIC)	42	43	368	453
Fiction Fantasy (WFICF)	2	0	5	7
Fiction Mystery (WFICM)	4	4	84	92
Fiction New (WFICNEW)	29	30	347	406
Fiction Science Fiction (WFICSF)	2	0	15	17
Fiction Western (WFICW)	0	0	4	4
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	0	13	14
Hanging Bags (WHANG)	0	1	12	13
ILL (WILL)	0	0	33	33
Internet (WINTER)	0	0	942	942
Juv. Audio book (WJAUDB)	1	2	24	27
Juv. Biography (WJBIO)	1	5	13	19
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	10	11
Juvenile Easy (WJE)	2	23	506	531
Juv. Easy Non-fiction (WJENF)	0	2	41	43
Juv. Easy Reader (WJER)	1	5	204	210
Juv. Fiction (WJFIC)	18	20	363	401
Juv. Magazine (WJMAG)	0	0	33	33
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	8	15	268	291
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	4	0	92	96
Large Print Fiction (WLPF)	8	17	101	126
Large Print Nonfic (WLPNF)	0	1	15	16
Magazine (WMAG)	4	0	440	444
Non-Fiction 000 (WNF000)	0	0	7	7
Non-Fiction 100 (WNF100)	2	4	5	11
Non-Fiction 200 (WNF200)	2	4	21	27
Non-Fiction 300 (WNF300)	3	2	27	32
Non-Fiction 400 (WNF400)	2	1	0	3
Non-Fiction 500 (WNF500)	0	0	21	21
Non-Fiction 600 (WNF600)	8	11	197	216
Non-Fiction 700 (WNF700)	1	2	73	76
Non-Fiction 800 (WNF800)	0	2	6	8
Non-Fiction 900 (WNF900)	3	3	16	22

Nonfiction DVD (WNFDVD)	2	8	64	74
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	7	5	122	134
Nonfiction VHS (WNFVHS)	0	2	14	16
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	1	1	38	40
Vertical File (WVF)	0	0	2	2
VHS (WVHS)	1	0	144	145
YA Audio book (WYAUDB)	0	0	0	0
YA Biography (WYAB)	0	0	3	3
YA Books on CD (WYABKCD)	1	0	2	3
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	23	15	202	240
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	1	4	5
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	3	0	3
TOTAL	11335	11740	7744	30819

CIRCULATION BY HOLDINGS CODE
March 2011

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	8	1	0	9
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	17	2	3	22
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	55	43	27	125
Books on CD (BKCD)	154	181	159	494
Books on Tape (BKT)	3	19	7	29
Compact Disc (CD)	437	270	349	1056
Digital Audiobooks (DA)	5	7	2	14
DVD (DVD)	1824	2557	1959	6340
Equipment (EQP)	150	64	35	249
See librarian (ERR)	0	0	0	0
Express Book (EXP)	39	31	32	102
Fiction (FIC)	965	813	410	2188
Fiction Fantasy (FICF)	15	4	5	24
Fiction Mystery (FICM)	157	13	88	258
Fiction New (FICNEW)	543	437	372	1352
Fiction Science Fiction (FICSF)	9	1	16	26
Fiction Western (FICW)	17	0	4	21

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	61	146	17	224
Hanging Bags (HANG)	14	48	14	76
ILL (ILL)	70	53	35	158
Internet (INTR)	1439	1911	942	4292
Juv. Audio book (JAUDB)	30	27	24	81
Juv. Biography (JBIO)	53	52	15	120
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	49	43	10	102
Juvenile Easy (JE)	685	914	515	2114
Juv. Easy Non-Fiction (JENF)	70	46	42	158
Juv. Easy Reader (JER)	416	308	209	933
Juv. Fiction (JFIC)	403	628	389	1420
Juv. Holiday (JHOL)	46	1	0	47
Juv. Magazine (JMAG)	58	29	37	124
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	371	594	275	1240
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	2	1	4
Juv. Toddler (JTOD)	219	98	92	409
Large Print Fiction (LPF)	135	200	104	439
Large Print Nonfic (LPNF)	8	17	15	40
Magazine (MAG)	1013	485	452	1950
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	13	15	7	35
Non-Fiction 100 (NF100)	36	20	5	61
Non-Fiction 200 (NF200)	62	51	22	135
Non-Fiction 300 (NF300)	131	130	39	300
Non-Fiction 400 (NF400)	8	10	1	19
Non-Fiction 500 (NF500)	36	31	21	88
Non-Fiction 600 (NF600)	330	274	249	853
Non-Fiction 700 (NF700)	127	123	80	330
Non-Fiction 800 (NF800)	33	15	8	56
Non-Fiction 900 (NF900)	104	81	19	204
Non-Fiction DVD (NFDVD)	91	138	66	295
Nonfiction (NFIC)	1	2	1	4
Nonfiction New (NFNEW)	170	250	132	552
Nonfiction VHS (NFVH)	24	38	14	76
Oversize (OVER)	0	1	0	1
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	10	2	1	13
Reference (REF)	82	64	38	184
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	11	7	0	18
Software (SWAR)	68	69	39	176
Vertical File (VF)	0	0	2	2

VHS	189	33	144	366
YA Audio book (YAUDB)	7	14	1	22
YA Biography (YAB)	0	3	3	6
YA Books on CD (YABKCD)	1	0	2	3
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	304	235	220	759
YA Music CD (YACD)	4	110	3	117
YA Nonfiction (YANF)	26	36	8	70
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	8	7	1	16
				0
Free reads	181	413	207	801
Games/Puzzles	0	8	0	8
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	11597	12225	7989	31811

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2069	1919	1239	5227
Nonfiction	1277	1187	699	3163
CHILDREN'S BOOKS				
Fiction	1748	1951	1208	4907
Nonfiction	551	697	334	1582
YA BOOKS				
Fiction	366	381	237	984
Nonfiction	26	39	11	76
Magazines, Adult	1013	485	452	1950
Magazines, Children	58	29	37	124
Sound Recordings, adult	607	491	520	1618
Sound Recordings, ch	97	228	51	376
Online databases	0	0	0	0
Software	68	69	39	176
Vertical file	0	0	2	2
VHS/DVD	2128	2766	2183	7077
Equipment	150	64	35	249
Total	10158	10306	7047	27511
A-V Circulation	2900	3554	2793	9247
A-V Circulation as % of total	28.5%	34.5%	39.6%	33.6%

March 2011

DEMOTTE			RENSSELAER			WHEATFIELD			
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	Circ.

Fiction	123	0	2,069	69	3	1,919	115	108	1,239	5,227
Nonfiction	104	6	1,277	139	99	1,187	64	103	699	3,163

Fiction	50	0	1,748	87	2	1,951	28	0	1,208	4,907
Nonfiction	17	3	551	25	0	697	6	1	334	1,582

Fiction	6	0	366	39	3	381	23	0	237	984
Nonfiction	1	0	26	1	0	39	1	0	11	76

Magazines,Adult	1,013	485	452	1,950
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Magazines, Child	58	29	37	124
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Games, Toys	0
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Sound Rec/Adult	18	0	607	26	3	491	39	0	520	1,618
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Sound Rec/Child	4	2	97	42	0	228	2	0	51	376
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[illegible]

Software	0	0	68	2	0	69	0	0	39	176
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Vertical Files	0	10	0	0	47	0	0	0	2	2
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VHS/DVD	57	7	2.128	117	4	2.766	46	1	2.183	7.077
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Equipment	150	64	35	249
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TOTAL	380	18	10,158	547	114	10,306	324	213	7,047	27,511
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WHEATFIELD

Total Materials Owned	71,803	61,799	46,942
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Circulation Increase/Decrease	-10.6%	-6.3%	-6.4%
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[illegible]

% change

Current month's Circulation	29,888	27,511	-8.0%
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Jan. to date circulation	84,055	76,999	-8.4%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
20,045	20,168	11,466	11,532	12,329	12,336 Fiction
18,591	18,689	19,801	19,841	9,943	9,904 Nonfiction
					CHILDREN'S BKS
13,644	13,694	11,336	11,421	9,773	9,801 Fiction
9,018	9,032	6,225	6,250	5,341	5,346 Nonfiction
					YA BOOKS
2,012	2,018	2,394	2,430	2,065	2,088 Fiction
501	502	697	698	193	194 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,932	2,950	3,418	3,441	3,287	3,326 Sound Rec/Adult
642	644	511	553	671	673 Sound Rec/Child
25	25	16	16	1	1 Online Databases
364	364	353	355	181	181 Software
3	-7				Vertical Files
3,556	3,606	4,987	5,100	2,990	3,035 VHS/DVD
118	118	142	142	57	57 Equipment
71,451	71,803	61,366	61,799	46,831	46,942 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
March 2011

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	241	52	187	41	388	84	816	177
LOCAL HISTORY								
In person	2	1	5	1	1	0	8	2
Letters written	3	3	13	13	0	0	16	16
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1439	60	1911	80	942	39	4292	179
Computer software used	203	17	140	12	139	12	482	40
VCR Use	0	0	0	0	0	0	0	0
Microforms	4	1	25	3	0	0	29	4
CD ROM/Online databases	128	11	344	29	222	19	694	58
Typewriter use	1	0	0	0	1	0	2	0
Other equipment used	0	0	0	0	2	1	2	1
OTHER LIBRARY SERVICES USED								
Outreach activities	45	45	12	8	0	0	57	38
Notarized documents	2	1	7	2	1	0	10	3
Meeting Room Use (no. of group)	42	14	51	17	46	15	139	46
Study room use	20	2	12	1	59	5	91	8
Proctoring	5	3	1	1	0	0	6	3
Tax Forms distributed	0	0	12	0	51	1	63	1
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	106		231		263		600	
WIRELESS USE via patron owned pcs	397		341		111		849	
SELF-CHECKOUT USE	251		1256		478		1985	
INTERLIBRARY LOANS								
Requests made for:	89	22	62	16	47	12	198	50
Items rec'd for:	82	41	64	32	38	19	184	92
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8363	8425	4717	21505
Non-resident, paying	1	4	0	5
PLAC card users	0	4	0	4
Reciprocal borrowers	396	426	87	909
Number of New Patrons Added	66	45	29	140

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	0	0	0	0	1	6
Children's Programs (0-13)	10	60	18	108	10	60	38	228
Number attending	144		173		252		569	
YA Programs (14-17)	0	0	1	6	1	6	2	12
Number attending	11		18		3		32	
							0	
Adult Programs	2	12	4	24	2	12	8	48
Number attending	75		93		111		279	
Senior Citizen Programs	7	42	5	30	2	12	14	84
Number attending	63		74		16		153	
Total Number of Programs	20	120	28	168	15	90	63	378
Total Persons Attending	293		358		382		1033	
Total Attending Same Month Last	360		480		413		1253	
Total Staff Hours Spent		391		422		296	1109	1094
Total Number of In-House Program	13		22		10		45	
Total Attendance	158		233		126		517	
Total Number of Outreach Program	7		6		5		18	
Total Attendance	135		125		256		516	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7256	72.0%	6273	61.2%	4916	70.1%	18445	67.5%
Corporate	1	0.0%	65	0.6%	0	0.0%	66	0.2%
Juvenile 0-11	201	2.0%	614	6.0%	78	1.1%	893	3.3%
Juvenile-AV	1282	12.7%	1281	12.5%	923	13.2%	3486	12.8%
Nonresident No Fee	36	0.4%	120	1.2%	60	0.9%	216	0.8%
Nonresident Fee	0	0.0%	5	0.0%	0	0.0%	5	0.0%
PLAC (state library card)	0	0.0%	67	0.7%	0	0.0%	67	0.2%
Reciprocal Adult	457	4.5%	255	2.5%	38	0.5%	750	2.7%
Reciprocal Juvenile	0	0.0%	18	0.2%	0	0.0%	18	0.1%
Reciprocal Juvenile AV	3	0.0%	27	0.3%	4	0.1%	34	0.1%
Reciprocal YA	28	0.3%	28	0.3%	3	0.0%	59	0.2%
Reciprocal YA AV	0	0.0%	4	0.0%	0	0.0%	4	0.0%
School	0	0.0%	2	0.0%	0	0.0%	2	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	90	0.9%	0	0.0%	90	0.3%
Staff	509	5.1%	917	8.9%	690	9.8%	2116	7.7%
Walking books	74	0.7%	74	0.7%	0	0.0%	148	0.5%
YA 12-17	57	0.6%	73	0.7%	17	0.2%	147	2.9%
YA-AV	173	1.7%	337	3.3%	280	4.0%	790	2.9%
Total	10077		10250		7009		27336	
 All items borrowed by nonresidents	 524	 5.2%	 616	 6.0%	 105	 1.5%	 1245	 4.6%

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 11th DAY OF April, 2011.

NAY

AYE

Natalie A. Uebeling
Paula Harper
Timothy M. Schell
James W. Winkler
Mari Anne Layler

ATTEST:

James W. Winkler
Secretary of the Jasper County Public Library Board

**Salary Ordinance 2011
Updated 4/11/11**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Marilyn Rucker	Clerk	\$9.39	4/6/11	14	W

Marilyn has been promoted to Wheatfield clerk, replacing Toni Smith who resigned her position. Marilyn was most recently a Page for the Wheatfield Library.

We have examined and approved the changes to the 2011 Jasper County Public Library Salary Ordinance. Dated 4/11/11

Natalie K. Uebeling Mari Anne Sayler
Anelle Harper _____
Therese Schaefer _____
Janet Hummel _____

PERSONNEL POLICY

DEFINITIONS

1. **Exempt employees** are those whose duties and responsibilities are of an executive, administrative, or professional character (or other exempt work) as described under the Fair Labor Standards Act (FLSA) and who are paid on a salary basis and are, therefore, exempt from the overtime pay and certain other provisions of the FLSA.
2. **The Board of Directors** of the Jasper County Public Library will hereinafter be referred to as "**The Board**".
3. The **Jasper County Public Library** will hereinafter be referred to as "**JCPL**".
4. **Certified** employees are defined as any employees holding or qualifying for any of the six Indiana Library Certification levels.
5. **Non-certified** employees are defined as any employees not holding or qualifying for any of the six Indiana Library Certification levels.
6. A **work week** is defined as Sunday through Saturday.
7. **Overtime** is defined as any time worked over 40 hours per week.
8. The first six months of employment is considered a training/orientation period when a new employee must satisfactorily demonstrate the ability to perform his/her duties.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or his/her designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.
2. JCPL is an Equal Opportunity employer and selection of employees is based solely on merit.
3. All employees are employees at will and can be terminated at any time without notice.
4. JCPL shall observe Indiana Library State Certification requirements.
5. Typically each employee will be evaluated annually in writing. The Director will be evaluated in May.

6. Close relatives of Board members and staff shall not be employed by the Library. A special exception may be granted by the board for a person employed on an irregular and very limited basis.

SALARIES

1. This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library and whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.
2. The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.
3. The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.
4. Explanation of Salary Plan

- 4.1 Employees will be paid no less than the minimum salary in their classification.
- 4.2 Pages, clerks and Library Assistant I's will be evaluated after 3 months of employment. They will receive a 10 cent salary increase with a satisfactory 3 month evaluation. This also applies to employees promoted to clerk and Library assistant I's positions.

All new employees will be evaluated after six months' employment. A satisfactory rating will qualify the individual for vacation benefits if applicable (see Vacations section for details). Pages, clerks and Library Assistant I's will receive another 10 cent salary increase at this time and again at the end of the first year of employment if performance is satisfactory. This also applies to employees promoted to clerk and Library assistant I's positions. Promoted employees who have performed satisfactorily will receive the percentage increase determined by the board as per 4.4.

All newly promoted employees will be evaluated after 6 months in their new position.

An unsatisfactory rating at any time during the training/orientation period may result in immediate termination.

- 4.3 An employee must work 8 months in the same position to qualify for the annual increase in January.

A new employee who has not completed his/her first full year of employment by January 1 will receive the first annual increase beginning with the pay period following the anniversary date of his/her one year employment.

The employee will be eligible for ½ of the % increase determined by the board as per 4.3 the following January, if s/he has worked more than 3 months and less than 8 months at his/her one year salary. If the employee has worked less than 3 months at his/her one year salary, s/he remains at the present rate until the following January.

4.4 Each year an employee's annual salary will increase by an amount or percentage as determined by the board, except for those in the "Page" classification. Page salaries are detailed in the Salary Schedule Chart, below.

4.5 Employees working less than an average of 8 hours per week do not automatically qualify for annual increases.

5. Work Performance

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to receive a raise.

6. Salary Schedule

Minimums will increase ½ of annual salary increase to adjust for inflation each January.

Compression adjustments will be applied to the salary schedule in accordance with federally mandated minimum wage increases.

Minimum salary for the page position will increase as required by federal law.

**Jasper County Public Library
Salary Schedule (eff 1/1/2011)**

Classification	Minimum				
Clerk	\$9.39				
Library Assistant I	\$9.97				
Library Assistant II	\$11.78				
Assistant Business Mgr.	\$12.11				
Library Specialist I	\$12.11				
Library Specialist II	\$14.68				
Library Specialist III	\$14.94				
Classification	Minimum				
Business Manager	\$15.51				
Librarian 1	\$15.85				
Librarian 2	\$16.47				
Librarian 3	\$18.38				
Systems Administrator	\$18.38				
Janitor / Courier	\$11.08				
Maintenance	\$12.56				
	Minimum	One year	2 yrs	3 yrs	4 yrs
Page	\$7.25	\$7.55	\$7.85	\$8.15	\$8.45

7. Interim Services

When an employee is asked to take on a major portion of the essential responsibilities of an absent employee in a higher job classification for more than three months, s/he will receive additional pay as determined by the Director for the time in which s/he serves in an interim capacity.

8. Salary Classifications

Page: Must be 15 years old. If expected to work beyond 7:00 PM, they must be 16. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school graduate. Clerical work. Will work at circulation desk and/or in Technical Services.

Library Assistant I: H.S. graduate. In addition to clerical duties, will do basic ready reference work or work in technical services department doing basic materials processing.

Library Assistant II: H.S. graduate with 2 years college or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: Five years' experience as Library Specialist I. Demonstrates highly-developed skills. Spends at least 70% of time in a specialized area of library operation requiring extensive independent judgment and initiative.

Library Specialist III/Human Resources Specialist III:

College graduate or 10 years' experience as a Library Specialist and head of a major library department or area.

Systems Specialist: 2 years of college or 2 years of technical experience. Requires extensive independent judgment and responsibility in maintaining and troubleshooting PCs and network problems.

Assistant to the Business Manager: 2 years of college or 2 years of experience in a related field (business and/or accounting). Requires extensive independent judgment and responsibility in maintaining accounting and personnel records.

Business Manager: ~~5 years accounting experience~~ : 2 years of college or 5 years of experience in a related field (business and/or accounting). Manages business operations of Library System including supply inventory, financial records, personnel records, benefits administration, general office and secretarial duties.

Janitor: Responsible for cleaning and light maintenance of library building.

Janitor/Maintenance: Responsible for cleaning and maintenance of library building.

Courier: Valid driver's license; excellent driving record; current auto insurance; transports library materials daily to each library in system

Librarian I: Bachelor's degree and Indiana library certification. Responsible for Youth Services, Technical Services or a Branch.

Librarian II: MLS degree and Indiana library certification. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Librarian III: MLS degree and Indiana library certification. Responsible for management of a library or Technical Services Department.

Systems Administrator: Bachelor's Degree including a significant amount of computer-related courses. Responsible for management of hardware and operating software for integrated library system and for computer network.

Director: MLS degree plus 2-3 years supervisory experience and Indiana Library Certification 1. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

9. **Changing Classifications**

9.1 Moving from one classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.

9.2 When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.

9.3 Upon promotion, an employee's salary shall immediately be raised to a minimum of 50 cents per hour above his/her present rate.

BENEFITS

1. **Employees qualified for benefits:** Sections 2 through 8 apply to persons working 32 or more hours per week. Employees working 20 - 31 hours per week are eligible to earn sick pay (sec. 2) and vacation pay (sec. 4) after they have completed 3 years of service. All employees, regardless of the number of hours worked per week, are entitled to an Anniversary Holiday. See section 3.2 (Holidays).

2. **Sick Pay**

2.1 A paid **sick day** is defined as the number of hours the employee is regularly scheduled to work on the day missed.

2.2 Employees receive the equivalent of 1 paid sick day per month during their first partial year of employment. 12 paid sick days per year are granted each January thereafter. Employees working 20 to 31 hours per week will receive paid sick days on a prorated basis.

2.3 Sick pay may accumulate to a maximum of 96 days.

2.4 Sick pay may be used in case of illness of the employee or a *relative*, as defined in other policies or by law, living in the employee's household.

2.5 Five (5) days of an employee's *paid* sick days per year may also be used for the medical needs of a parent or child not living in the household, with proper medical documentation from child's or parent's health care provider.

2.6 Employees absent 5 or more consecutive days must have a doctor's release to return to work.

2.7 Sick pay may be used for an employee's medical appointments if an appointment cannot be made on the employee's own time.

2.8 Employee should notify supervisor of his/her desire to use paid sick days 30 days in advance for a foreseeable medical reason.

2.9 Paid sick days are a privilege to be used only for the above purposes. Paid sick days cannot be used as vacation or earned time off.

3.0 Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined, in the funeral section, and for other funerals.

3. **Holidays**

3.1 Employees who work an average of 32 hours or more per week are eligible for paid holidays. Refer to the Holiday Policy for a list of holidays we observe.

3.2 An Anniversary Holiday, defined in the Holiday Policy, will be given to any long-term employee regardless of full or part time status. Anniversary holidays will be prorated for employees working less than 32 hours per week.

3.3 An employee who works 3 or 4 eight hour days per week will receive one 8 hour day off with pay when a holiday occurs, if they are eligible for paid holidays. A person who works five 7 hour days will receive one 7 hour day off with pay when a holiday occurs.

3.4 If the holiday falls on the employee's day off, that employee is granted equivalent time off with pay to be taken within the pay period. If the employee works 40 hours per week, the equivalent time must be taken within the work week. Not applicable for exempt employees.

4. **Vacations**

4.1 **Schedule of earned vacation credit**

Vacation time is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week.

A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by five (5).

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4.1.1 Librarians I, II, III and Systems Administrator

A. Librarian or Systems Administrator working an average of 32 hours per week or more

0-4 years' service - 1.5 days per month with pay

5+ years' service - 2 days per month with pay

B. Director

0+ years' service - 2 days per month with pay

4.1.2 Employees working an average of 32 hours per week or more

0-4 years' service - 1 day per month with pay

5-9 years' service - 1.5 days per month with pay

10+ years' service - 2 days per month with pay

4.1.3 Part time employees working 20 to 31 hours per week

3-9 years' service - 1 day per month with pay

10+ years' service - 1.5 days per month with pay

4.2 Regulations

4.2.1 No employee may take vacation without approval of the Director, Supervisor, or his/her designee. Vacation requests are approved in consideration of the scheduling needs of the department.

4.2.2 Vacation time is accrued from the first day of employment.

4.2.3 During the first partial year of employment, all vacation time is prorated.

4.2.4 Vacation time is credited after completion of the new employee's six-month training/orientation period AND receiving a satisfactory performance evaluation.

4.2.5 Any employee who has successfully completed his/her orientation period and leaves before the end of any year will be paid for unused vacation leave.

4.2.6 Vacation time accrued during one calendar year may be taken after the beginning of the following calendar year.

4.2.7 Vacation time should be used in no less than ½ day increments. Exceptions may be granted *only* under unique circumstances and on a limited basis with the approval of the supervisor.

4.2.8 Vacation time is not cumulative from one year to the next.

4.2.9 Vacation leave will not accrue during unpaid leaves of absences.

~~New employees are entitled to vacation benefits upon satisfactory completion of the six-month orientation period and upon receipt of a satisfactory performance evaluation. Vacation time will be credited from the date of hire. New employees are eligible to take credited vacation time after six months of employment for vacation time earned during previous calendar year.~~

4.3 Regulations for employees earning vacation before 1994. (These employees were hired under a policy requiring them to take vacation time the same year they earned it.) (Revised 4/06)

4.3.1 Vacation is credited at the rate of 2 days per month and may not be taken before the beginning of the month in which it is earned.

4.3.2 Employees may defer (or accrue) days of their annual earned vacation leave, to be taken in the subsequent year, until they have accumulated 24 days of accrued vacation.

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4.3.3 Employees may never take more than 24 vacation days in one year.

4.3.4 Vacation leave will not accrue during unpaid leaves of absence.

5. Funeral leave

5.1 Staff members who qualify may have up to three (3) paid working days to arrange and attend a funeral or memorial service of the employee's spouse, the employee or spouse's (step) child, (step) sibling, (step) grandparent, or (step) parent, or the spouse of any of the above.

5.2 Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined, in the funeral section, and for other funerals.

6. Paid Weather Days

6.1 An excused absence with pay will be given by the Director or his/her designee to any employee working an average of 32 hours or more per week when weather conditions necessitate the closing of the library.

Such absences will not be charged to accrued, vacation time, or sick time. Any employee who is on sick or vacation time or birthday holiday or anniversary holiday when library is closed for such stated emergencies will be charged with his/her sick or vacation time or birthday holiday or anniversary holiday as if the library were open for business. If the library closes for such emergencies on an employee's day off, the employee will not receive a paid weather day off. Employees, working fewer than 32 hours per week, who are offsite and are scheduled to work but are unable to work due to library closure, have the option to make up any lost time if it fits with library needs. All employees who are onsite at time of emergency closure will be paid for the remainder of their shift.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the

distance traveled is greater than the distance from the employee's home to his/her usual workplace. Carpooling to the new location is expected when practical.

6.2 **Jury Duty**

6.2.1 The Library recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If you are called for jury duty or subpoenaed as a witness in a court or administrative agency action, you will be granted excused time away from work. You must, however, return to your duties any time you are not needed in the courtroom. If you are called for jury duty or subpoenaed as a witness, you should advise your supervisor and give the supervisor a copy of the summons or subpoena as soon as possible after learning that you must serve.

Non-exempt employees will receive the difference between their average straight time hourly rate up to eight hours per day and the payment they receive for jury service for time they otherwise would have been regularly scheduled to work. Employees must present proof of the amount of jury pay received.

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Exempt employees will receive their normal salary for partial workweeks in which they perform jury service or witness duty related to the Library's business, offset by any amount received as jury or witness fees. Employees must present proof of the amount of jury pay received. An exempt employee will be paid his normal salary, less any jury fees received.

6.2.2 Employees shall note jury duty on their time sheet in the excused absence column. 'Jury duty' should be written in the note field.

7. **Public Employee's Retirement Fund (PERF)**

7.1 Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

Director	Business Manager
Assistant Director	Library Specialist
Librarian 3	Library Assistant
Librarian 2	Special Services Librarian
Librarian 1	Systems Administrator
Assistant Business Manager	

7.2 The employee's *mandatory* contribution to PERF is 3% of gross earnings. In addition, the Library also contributes to JCPL's PERF account. This money will be paid out to eligible JCPL employees during their retirement.

7.3 Eligible employees may also elect to make voluntary pre-tax and/or post-tax contributions toward their retirement savings up to an additional 10% of gross earnings.

8. **Health/life insurance**

8.1 The library offers a group health package that includes medical, dental, prescription,

vision, life and accidental death benefits that, is presently available to all employees working 30 hours or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.

8.2 The Board will pay all but \$1.00 per year of the life insurance cost for any eligible employees who elect not to take the health insurance.

9. Family and Medical Leave/Military Leave

The Library will comply with all applicable laws regarding FMLA and Military Leaves of Absence. Consult the JCPL FMLA/Military Leave Policy for more details.

10. Meal time

Each employee working seven (7) hours or more in one day may take at least 30 minutes up to one hour of their own time for lunch or supper.

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11. Break time

Each employee is allowed a break of 15 minutes of paid time for each continuous working schedule of three and one-half (3 ½) hours.

Employees under the age of 18, who are scheduled to work six or more consecutive hours must take a 30 minute break without interruption between their third and fifth hours of work. If they work 7 or more hours in the day, the break is fully paid. If they work less than 7 hours, they are paid for 15 minutes of their break.

Because the Library is subject to the Fair Labor Standards Act the Library must provide "a reasonable break time" to employees for the purpose of expressing breast milk. The Library must provide the break time whenever the employee has a need to express breast milk. While the Library is not required to pay employees for this break time, it must provide the lactating employee a private place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. The Library is only required to provide break time to lactating employees for up to one year after the child's birth.

12. Leave without pay

Good attendance is a condition of employment and necessary for the smooth, efficient, economical running of the library. Leave without pay may, on occasion, be granted by the Director as long as it is not detrimental to JCPL. Unapproved absences without pay will result in disciplinary action.

13. Overtime Guidelines

As a general rule, non-exempt employees may work no more than 40 hours per week. If management determines that overtime must be worked by non-exempt employees, an

employee's schedule may be adjusted in another week for budgetary reasons.

14. **Meetings and conferences**

14.1 Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

14.2 All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before attending such meetings and seeking expense reimbursements. Board approval is required to attend workshops and other meetings which are not sponsored by ILF (Indiana Library Federation), ISL (Indiana State Library) or MCLS.

14.3 Employees attending meetings or conferences are paid only for their regularly scheduled hours. Any time exceeding the scheduled time shall be considered compensatory time and shall conform to section 13.

14.4 To receive compensation for expenses incurred for any meeting, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Monday preceding the next board meeting.

15. **Certification**

It is the policy of the library to meet the standards set by the Indiana State Library for certification levels for professional staff members. It is the responsibility of each professional staff member to maintain the certification level appropriate to the position he/she fills and to pursue the library education units (LEUs) required by the Indiana State Library for re-certification for the professional position he/she holds: Director: 100 LEUs every 5 years; Department and Branch Head: 75 LEUs every 5 years; Professional Assistant: 50 LEUs every 5 years. Each professional staff member must submit a copy of each LEU certificate received to the business office.

16. **Travel**

16.1 Approved library business includes conferences, workshops, field trips, counterpart meetings, or meetings approved by the Board and travel among the three libraries of the Jasper County Public Library system.

16.2 Employees traveling on approved library business will be reimbursed for mileage at the IRS approved rate.

16.3 Employees are prohibited from using personal communication devices (i.e. cell

phones, pagers, etc) while operating a motor vehicle on library business. Employees operating a motor vehicle should park in a safe area before making or receiving telephone calls or otherwise using personal devices. Furthermore, employees are required to be familiar and comply with the laws of the jurisdiction in which they are driving.

17. **Appropriate dress**

Appropriate dress and personal grooming create a favorable image for the library. We expect you to use good judgment and to maintain high standards in your personal cleanliness and attire. Your appearance affects the library's image. The library reserves the right to determine that particular attire is inappropriate for its business and to inform you of this and instruct you to change inappropriate attire. Some clothing, such as jeans, normally judged unacceptable for work, will be allowed on casual dress days and on other special occasions with permission from the Director.

18. **Alcohol and drug use**

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or under the influence of illegally-used drugs may also be terminated. All violations will be reported to local law enforcement authorities.

An employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such conviction will result in dismissal.

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19. **Discipline**

The Jasper County Public Library makes no promise of continued employment or employment for a specific period of time. The employer-employee relationship remains at-will. An individual's employment will continue only so long as the employee is satisfied with the library, and the library is satisfied with the employee.

Any employee who fails to perform the job satisfactorily, or is otherwise guilty of misconduct or insubordination, will be subject to discipline. In many cases, progressive discipline will be employed, including counseling, verbal warnings followed by written warnings, before more drastic measures are taken. Because circumstances vary in each case, each situation will be handled on an individual basis.

20. **Outside Employment:**

JCPL does not prohibit employees from outside employment. The job cannot, however, interfere with meeting the staffing needs of JCPL. Employees may not have outside employment while on leave (except vacation leave) from JCPL.

21. **Workers Compensation:**

This insurance covers employee work-related injuries. It pays for medical expenses and for time off

work due to the injury according to WC Regulations. The employee may use paid sick leave to make up the difference between workers' compensation time-off reimbursement and the employee's normal wage for that time period.

22. **Telecommuting:**

Telecommuting arrangements will only be allowed at the discretion of the Director.

JCPL FINANCIAL STATEMENT

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March 31, 2011

	Beginning 2011 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	\$658,796.81	\$132,980.84	\$426,471.23	\$57,454.88	\$171,836.25	\$404,161.83
Includes Investments of:						
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$6,786.28	\$270.58	\$774.83	\$440.03	\$1,441.91	\$7,453.36
DeMotte	\$1,694.92	\$77.18	\$312.68	\$115.02	\$215.02	\$1,597.26
Rensselaer	\$3,898.84	\$49.33	\$209.64	\$286.95	\$466.95	\$4,156.15
Wheatfield	\$1,192.52	\$144.07	\$252.51	\$38.06	\$759.94	\$1,699.95
Library Improvement Reserve Fund	\$215,110.13	\$0.00	\$0.00	\$82.57	\$253.79	\$215,363.92
Includes Investments of:						
Bond & Interest Redemption Fund	\$179,021.25	\$0.00	\$156,640.00	\$0.00	\$0.00	\$22,381.25
Includes Investments of \$0.00						
Rainy Day Fund	\$303,858.32	\$0.00	\$0.00	\$0.00	\$0.00	\$303,858.32
Includes Investments of \$0.00						
State Technology Fund G	\$9,655.00	\$885.00	\$2,655.00	\$0.00	\$0.00	\$7,000.00
Capital Projects Fund	\$1,006,019.73	\$210.00	\$7,710.00	\$210.53	\$672.80	\$998,982.53
Includes Investments of \$500,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$89,451.93	\$0.00	\$0.00	\$0.00	\$0.00	\$89,451.93
Sales Tax	\$20.81	\$0.00	\$0.00	\$10.89	\$13.27	\$34.08
Construction Fund	\$178,638.84	\$0.00	\$0.00	\$37.68	\$121.33	\$178,760.17
Includes Investments of \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$60.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,695.13	\$24,468.97	\$7,695.13	\$24,468.97	\$0.00
FICA Tax Collected	\$0.00	\$4,780.04	\$14,773.07	\$4,780.04	\$14,773.07	\$0.00
State Tax Collected	\$3,431.56	\$3,332.80	\$10,136.51	\$3,174.77	\$9,859.31	\$3,154.36
County Tax Collected	\$2,416.10	\$2,462.61	\$7,329.91	\$2,334.39	\$7,248.25	\$2,334.44
Deferred Comp.	\$0.00	\$2,560.00	\$7,640.00	\$2,560.00	\$7,640.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,032.05	\$9,096.22	\$3,032.05	\$9,096.15	(\$0.07)
Employee Life Insur.	\$0.00	\$135.16	\$415.48	\$183.24	\$415.48	\$0.00
Employee P.E.R.F.	\$6,609.66	\$0.00	\$6,609.66	\$2,210.82	\$6,831.44	\$6,831.44
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,660,076.42	\$158,344.21	\$674,770.88	\$84,207.02	\$254,732.02	\$2,240,037.56

Bank Balances
Jasper County Public Library
Report as of: 3/31/2011

<i>Bank</i>		
1	Alliance Bank	\$1,334,836.91
2	Demotte State Bank	\$10,806.56
3	Alliance Bank-LIRF Acct	\$215,363.92
5	Cash On Hand	\$270.00
6	Alliance Bank-Construction Ckg.	\$178,760.17
7	Rensselaer Banking Ctr CD#400041737/400042127	\$500,000.00
8		
9		
10		
11		

Total all banks = \$2,240,037.56

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**100 OPERATING FUND****Jasper County Public Library****Report Date: From 3/1/2011 To 3/31/2011**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 SALARY OF LIBRARIAN	\$57,866.00	\$0.00	\$57,866.00	\$4,822.14	\$14,418.75	\$43,447.25	24.9
1.12 SALARY OF ASSISTANTS	\$1,010,295.00	\$0.00	\$1,010,295.00	\$77,803.38	\$240,655.54	\$769,639.46	23.8
1.13 WAGES OF JANITORS	\$54,774.00	\$0.00	\$54,774.00	\$5,009.66	\$15,493.11	\$39,280.89	28.3
1.21 EMPLOYER'S SHARE-FICA	\$85,905.00	\$0.00	\$85,905.00	\$6,472.10	\$20,002.51	\$65,902.49	23.3
1.22 UNEMPLOYMENT COMPENSATION	\$4,658.00	\$0.00	\$4,658.00	\$0.00	\$288.73	\$4,369.27	6.2
1.23 EMPLOYER'S CONTRIB.- PERF	\$71,267.00	\$0.00	\$71,267.00	\$0.00	\$17,309.37	\$53,957.63	24.3
1.24 EMPLOYER'S CONTRIB.- INS.	\$100,029.00	\$0.00	\$100,029.00	\$6,657.55	\$19,948.18	\$80,080.82	19.9
Subtotal	\$1,384,794.00		\$1,384,794.00	\$100,764.83	\$328,116.19	\$1,056,677.81	23.7
2. Supplies							
2.11 OFFICIAL RECORDS	\$325.00	\$0.00	\$325.00	\$0.00	\$349.36	(\$24.36)	107.5
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$7,500.00	\$0.00	\$7,500.00	\$306.63	\$1,206.05	\$6,293.95	16.1
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$509.04	\$978.04	\$5,021.96	16.3
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$314.66	\$1,342.61	\$4,857.39	21.7
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$19.97	\$19.97	\$980.03	2.0
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$46.36	\$153.64	23.2
2.33 REPAIR PARTS	\$700.00	\$0.00	\$700.00	\$14.15	\$533.22	\$166.78	76.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$13,400.00	\$0.00	\$13,400.00	\$1,279.20	\$1,738.92	\$11,661.08	13.0
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
Subtotal	\$35,825.00		\$35,825.00	\$2,443.65	\$6,214.53	\$29,610.47	17.3
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,065.00	\$0.00	\$5,065.00	\$0.00	\$862.00	\$4,203.00	17.0
3.21 TELEPHONE	\$4,000.00	\$0.00	\$4,000.00	\$171.31	\$379.35	\$3,620.65	9.5
3.22 POSTAGE	\$4,000.00	\$0.00	\$4,000.00	\$13.79	\$13.79	\$3,986.21	0.3
3.23 MILEAGE	\$22,000.00	\$0.00	\$22,000.00	\$1,046.93	\$2,629.53	\$19,370.47	12.0
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$181.70	\$633.74	\$7,366.26	7.9
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$97.28	\$204.13	\$1,295.87	13.6
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$0.00	\$0.00	\$35,400.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,000.00	\$0.00	\$1,000.00	\$215.73	\$215.73	\$784.27	21.6
3.33 MARKETING ADVERTISING	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$0.00	\$200.00	(\$50.00)	133.3
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$1,719.00	\$24,281.00	6.6
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$2,831.01	\$10,023.42	\$39,976.58	20.0
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$5,206.41	\$15,917.89	\$54,082.11	22.7
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$83.50	\$296.55	\$1,703.45	14.8
3.54 WASTE DISPOSAL SERVICES	\$5,100.00	\$0.00	\$5,100.00	\$455.63	\$1,316.78	\$3,783.22	25.8
3.61 BUILDING & STRUCTURES	\$47,320.00	\$0.00	\$47,320.00	\$2,050.07	\$10,746.60	\$36,573.40	22.7
3.62 EQUIPMENT REPAIRS	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$174.00	\$1,026.00	14.5
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$85.95	\$160.85	\$89.15	64.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.91 DUES	\$2,220.00	\$0.00	\$2,220.00	\$0.00	\$1,963.97	\$256.03	88.5
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$125.00	\$45.97	\$170.97	\$16.99	\$63.37	\$107.60	37.1
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$91,563.00	\$0.00	\$91,563.00	\$2,298.85	\$11,874.14	\$79,688.86	13.0
Subtotal	\$433,338.00	\$45.97	\$433,383.97	\$14,755.15	\$59,394.84	\$373,989.13	13.7
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$11,625.00	\$0.00	\$11,625.00	\$704.50	\$704.50	\$10,920.50	6.1
4.51 BOOKS	\$147,000.00	\$0.00	\$147,000.00	\$8,949.92	\$17,563.30	\$129,436.70	11.9
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$3,077.47	\$4,086.42	\$17,913.58	18.6
4.53 NONPRINTED MATERIALS	\$78,500.00	\$149.90	\$78,649.90	\$2,285.32	\$10,331.45	\$68,318.45	13.1
Subtotal	\$259,125.00	\$149.90	\$259,274.90	\$15,017.21	\$32,685.67	\$226,589.23	12.6
Grand Total	\$2,113,082.00	\$195.87	\$2,113,277.87	\$132,980.84	\$426,411.23	\$1,686,866.64	20.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
2/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Refund on Lost Bk Pd & Found - A/P#102 (Sirk)-1/15/11
3/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.99	Refund on Lost Bk Pd & Found - A/P#184 (Forbes)-2/7/11
3/26/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	Refund on Lost Bk Pd & Found - A/P#3123, 3/26/11
1/3/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$149.90	Encumbered per Board Mtg Approval, 12/29/10

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$195.87

Voucher List
Jasper County Public Library

Report Date: From 3/1/2011 To 3/31/2011

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	149	GREAT-WEST RETIREMENT S	3/10/2011	Annuity w/held from 10 March 11 Payroll-7 participants. (Online Confirmation #RBZB5K6Y)	\$1,280.00
0	150	INDIANA DEPARTMENT OF RE	3/18/2011	State & County Taxes w/held 10 March 11 Payroll, ref #29102, Verif Code #37	\$5,795.41
0	151	IRS USA TAXPAYMENT	3/10/2011	FICA & Federal Taxes w/held 10 March 11, Ref #13606743	\$8,818.18
0	152	JOSEPH ZELLON	3/10/2011	Courier Mileage-February 16-28, 2011(Online Confirm #6BLB4KA1)	\$244.80
0	153	TOWN OF DEMOTTE	3/10/2011	Sewer-Feb @ DeM. (Confirm #NBSB7K48)	\$69.80
0	154	TOWN OF WHEATFIELD SEW	3/10/2011	Sewer @ Wh. Lib-Feb (Confirm #DBLBFKCZ)	\$56.65
0	155	PAYROLL	3/10/2011	PAYROLL	\$41,240.84
30193	156	AARON'S LAWN CARE	3/14/2011	Snow removal, Wh. & Dm-2/1/11-2/08/11	\$1,260.00
30194	157	ACE HARDWARE	3/14/2011	Caulk, hardware, drill bit, men's urinal repair parts @ DeM.	\$22.14
0	158	ALLIANCE BANK	3/14/2011	EFT Direct Deposit Transaction Fees for February 2011 Payroll	\$36.50
30195	159	ALLIED WASTE SERVICES #71	3/14/2011	Trash Pick-up @ Whtfld Lib, March	\$60.88
30196	160	ANGELA BARTON	3/14/2011	Mileage: B2B, Bk Salesman Visit	\$68.34
30197	161	ANTHEM BLUE CROSS BLUE	3/14/2011	Health/Dental Premium-Mar 2011, 19 employees	\$9,307.62
30198	162	ANTHEM LIFE	3/14/2011	Life Ins. Premium, March 2011	\$106.74
30199	163	BAKER & TAYLOR	3/14/2011	Books, Continuations, AV, Auto. Yours	\$6,020.66
30200	164	BAKER & TAYLOR ENTERTAIN	3/14/2011	DVDs	\$106.80
30201	165	CAPITAL ONE BANK (USA), NA	3/14/2011	VISA - Meeting Expenses, Program Expenses, Postage, Ch. Library Prog Supplies (2/3-3/2)	\$151.78
30202	166	CENTURYLINK	3/14/2011	Local Phones-Rens	\$118.40
30203	167	CHESTER TECHNOLOGIES	3/14/2011	HP Extended Support + Parts & Labor	\$322.00
30204	168	CULLIGAN OF KOUTS	3/14/2011	Water Cooler rental-Wh. Lib. (March)	\$9.95
30205	169	DEBORAH KRISTOFF	3/14/2011	Courier Mileage, 2/28-3/4/11	\$183.60
30206	170	DEMCO	3/14/2011	Book Pockets,Clear 4" Book Tape, Wire wall magazine holder	\$291.91
30207	171	DIANA KOOY	3/14/2011	Counterparts & Mgmt Meeting Expenses, Sharpie Pen, Movie Prog Snacks, Book	\$71.19
30208	172	DIANE OPOLSKI	3/14/2011	DVD	\$32.00
30209	173	DUCKWALL-ALCO STORES, IN	3/14/2011	Make It-Take It, Storytime, AfterSchool ProgramSupplies/expenses	\$32.02
30210	174	EDUCATION NETWORKS OF A	3/14/2011	Internet Connection-Feb 2011	\$885.00
30211	175	EMILY DURAN	3/14/2011	Marketing Mtg Mileage	\$22.44
30212	176	FASE'S WATER TREATMENT	3/14/2011	Redout	\$147.00
30213	177	FLEX-PAC INC	3/14/2011	Gleme Glass Cleaner, Kleenex	\$164.04
30214	178	GAIL EVANS	3/14/2011	Safety Cones, Dirt Devil Vacuum Filter & Belts-Rens.	\$61.49
30215	179	GAYLORD BROS.	3/14/2011	Laser Spine & Graphic Novel Labels	\$125.83
30216	180	HIGHSMITH CO. INC.	3/14/2011	Laminating Film	\$129.96
30217	181	HP PRODUCTS CORP.	3/14/2011	Sensor XP vacuum (Rens), Vacuum bags	\$647.75
30218	182	INTELLIGENT CLEANING SYS	3/14/2011	Paper Towels, M-Fold Hand towels, Jumbo TP	\$279.52
30219	183	JASPER CO. VETERANS COU	3/14/2011	2-USA Flags	\$76.00
30220	184	JULIE FORBES	3/14/2011	Found Lost Book	\$16.99
30221	185	JUNIOR LIBRARY GUILD	3/14/2011	Young Adult books	\$167.40
30222	186	KANKAKEE VALLEY PUBLISHI	3/14/2011	Library Accounting Report Legal Ad- KV Post & Rens Rep.	\$215.73
30223	187	KIRBY RISK CORPORATION	3/14/2011	Light Bulbs	\$61.92
30224	188	KNOWBUDDY RESOURCES	3/14/2011	Children Books	\$238.17
30225	189	LIBRARY VIDEO COMPANY	3/14/2011	DVDs	\$117.38

F4b Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
30226	190	LINDA POORTENGA	3/14/2011	Mileage: Mgmt Mtg, B2B, Counterparts	\$94.86
30227	191	LINDA THOMPSON	3/14/2011	Paperbacks	\$35.84
30228	192	MIDWEST TAPE	3/14/2011	Children DVDs	\$94.94
30229	193	NANCY PHILLIPS	3/14/2011	Star Wars & Princess Programs-Rens.	\$21.97
30230	194	NANETTE SPEACHT	3/14/2011	DVD	\$42.15
30231	195	NIPSCO	3/14/2011	Utilities, Wh. Lib, 2/1-3/3/11	\$1,986.49
30232	196	OSBY WATER CONDITIONING	3/14/2011	Repair & Labor to Kinetico System Water Softener	\$80.00
30233	197	PATTY STRINGFELLOW	3/14/2011	Mileage: Branch Visits, Legislative Day Conf., Director's Mtg	\$182.58
30234	198	POSTMASTER	3/14/2011	Annual PO Box Rental fee-DeMotte Lib.	\$76.00
30235	199	PRECISION CONTROL SYSTE	3/14/2011	1st Qtr Mtnce @ D&R; transformer replaced, VAV repairs-Rens	\$2,555.07
30236	200	QUILL CORPORATION	3/14/2011	Packing Tape, fl. green labels	\$58.61
30237	201	RCHS CHAOS	3/14/2011	Yearbooks, 2008-2011	\$155.00
30238	202	SAINT JOSEPH COLLEGE	3/14/2011	Career & Internship expo - Vendor registration	\$15.00
30239	203	SCHOLASTIC LIBRARY PUBLI	3/14/2011	Books-Indian series	\$122.85
30240	204	SHOWCASES	3/14/2011	DVD (double) Cases	\$230.04
30241	205	SMART APPLE MEDIA	3/14/2011	Children Books	\$246.18
30242	206	ULINE	3/14/2011	DVD (single) Cases	\$266.22
30243	207	ULTIMATE OFFICE	3/14/2011	Adjust-A-View Pocket Organizers	\$185.93
30244	208	UNIQUE MANAGEMENT SERVI	3/14/2011	Collections - Initial & Secondary Placements-Feb 2011	\$305.35
30245	209	VISION SERVICE PLAN- (IN)	3/14/2011	Vision Premium, 19 employees Mar 2011	\$200.92
30246	210	WAL-MART COMMUNITY/GEM	3/14/2011	Children Program supplies; 409 Cleaner, Clorox Wipes, copy paper, drawer cart, DVDs, CDs	\$2,074.38
30247	211	WASTE MANAGEMENT	3/14/2011	Trash Pick-up @ DeM. March 2011	\$53.75
30248	212	YVONNE DEL VECCHIO	3/14/2011	Seniors Movie program expense; Mileage-Walking Bks, Community Connection/Prog Notices	\$31.07
30249	213	DAVIDSON TITLES INC.	3/14/2011	Books	\$2,310.09
30250	214	TODD W. LUKE	3/14/2011	Motion Sensor Light above Outdoor Storage threshold-Rens; Adhesive for Mtnc room new steps @ DeM	\$31.65
30251	215	POPULAR SUBSCRIPTION SE	3/14/2011	March Renewal Magazine Subscriptions	\$2,950.94
30252	216	LAKE COUNTY PUBLIC LIBRA	3/14/2011	NILBA Dinner Mtg, 3/30/11 - Saylor, Stringfellow, Umlauf	\$93.00
0	217	PAYROLL	3/25/2011	PAYROLL	\$46,394.34
0	218	AFLAC	3/25/2011	Supplemental Ins. Premium-March (ONLINE Banking #KBKB7KLM)	\$209.48
0	219	CENTURYLINK	3/25/2011	Local phone, Wh. Lib, March 2011 (On-Line Conf #EB1B2KWX)	\$52.91
0	220	CHICAGO TRIBUNE	3/25/2011	Subscription, 3/14/11-9/11/11 Daily-DeMotte (Online #LBRB3KWX)	\$149.50
0	221	CITY OF RENSSELAER	3/25/2011	Utilities, 2/8/11-3/8/11, Rens Lib. (Online Conf #DB4BDKWX)	\$3,153.32
0	222	GREAT-WEST RETIREMENT S	3/25/2011	Annuity w/held from 25 March 11 Payroll-7 participants. (Online Confirmation #1BHB5K4V)	\$1,280.00
0	223	JOSEPH ZELLON	3/25/2011	Courier Mileage-March 1-15, 2011(Online Confirm #LBUB5KFM)	\$214.20
0	224	IRS USA TAXPAYMENT	3/28/2011	FICA & Federal Taxes w/held 25 March 11, Ref #50186849	\$10,129.09
0	225	NIPSCO	3/25/2011	Utilities-DeMotte Lib -February	\$3,195.66

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$158,344.21

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, April 04, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$158,344.21

Date this 11th day of April, 20 11.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

March 31, 2011

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$3,176.47	\$8,980.01
DeMotte	\$1,391.05	\$3,646.43		
Rensselaer	\$863.68	\$2,988.35		
Wheatfield	\$921.74	\$2,345.23		
PHOTOCOPIES:			\$885.02	\$2,439.95
DeMotte	\$336.65	\$940.30		
Rensselaer	\$359.62	\$909.80		
Wheatfield	\$188.75	\$589.85		
INTEREST:			\$409.24	\$1,406.39
Checking/Repurchase/Savings/CD's	\$409.24	\$1,406.39		
TAXES:			\$52,968.66	\$158,905.98
Property Tax	\$0.00	\$0.00		
LOIT	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$43,842.33	\$131,526.99		
Local Option/Property Tax Repl.	\$9,126.33	\$27,378.99		
TAXABLE SALES:-			\$14.91	\$48.09
REFUNDS:			\$0.58	\$55.83
Rebates/Refund	\$0.58	\$0.58		
Insurance Claims/Reimbursements	\$0.00	\$22.25		
Meeting Room Rental	\$0.00	\$0.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$33.00		
Miscellaneous Receipts	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$57,454.88	\$171,836.25
PLAC FUND:-----			\$0.00	\$0.00
GIFT FUNDS:			\$440.03	\$1,441.91
DeMotte	\$115.02	\$215.02		
Rensselaer	\$286.95	\$466.95		
Wheatfield	\$38.06	\$759.94		
LIB. IMPROV. RESERVE FUND: -----			\$82.57	\$253.79
Interest Earned	\$82.57	\$253.79		
Transfer from Operating	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-----			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$210.53	\$672.80
Interest Earned	\$210.53	\$672.80		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-----			\$0.00	\$0.00
LEVY EXCESS FUND:-----			\$0.00	\$0.00
SALES TAX:-----			\$10.89	\$13.27
CONSTRUCTION FUND: (Interest Earned)-----			\$37.68	\$121.33
CASH CHANGE FUND			\$0.00	\$60.00
SUB-TOTAL (page 1)-----			\$58,236.58	\$174,399.35

WITHHOLDING ACCOUNT FUNDS:

			\$25,970.44	\$80,332.67
FIT Tax Collected	\$7,695.13	\$24,468.97		
FICA Collected	\$4,780.04	\$14,773.07		
State Tax Collected	\$3,174.77	\$9,859.31		
County Tax Collected	\$2,334.39	\$7,248.25		
Deferred Comp Plan	\$2,560.00	\$7,640.00		
Pre-tax Insurance Plans	\$3,032.05	\$9,096.15		
Life Insurance	\$183.24	\$415.48		
PERF	\$2,210.82	\$6,831.44		
Garnishments	\$0.00	\$0.00		
EIC	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$84,207.02	\$254,732.02

Voucher List
Jasper County Public Library

Report Date: From 4/1/2011 To 4/11/2011

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	226	ALLIED WASTE SERVICES #71	4/8/2011	Trash Pick-up @ Whtfld Lib, April	\$61.62
0	227	GREAT-WEST RETIREMENT S	4/8/2011	Annuity w/held from 8 April 11 Payroll-7 participants. (Online Confirmation #4BYB5K6S)	\$1,280.00
0	229	IRS USA TAXPAYMENT	4/11/2011	FICA & Federal Taxes w/held 8 April 11, Ref #51872130	\$10,795.75
0	230	JOSEPH ZELLON	4/8/2011	Courier Mileage-March 16-31, 2011(Online Confirm #DBOB4KDS)	\$367.20
0	231	TOWN OF DEMOTTE	4/8/2011	Sewer-March @ DeM. (Confirm #DBSBKDGQ)	\$69.80
0	232	TOWN OF WHEATFIELD SEW	4/8/2011	Sewer @ Wh. Lib-March (Confirm #FBWB3KGQ)	\$56.65
0	233	PAYROLL	4/8/2011	PAYROLL	\$48,992.39
30253	234	AARON'S LAWN CARE	4/11/2011	Snow removal, Wh. & Dm-2/22-2/25-11	\$255.00
30254	235	ANGELA BARTON	4/11/2011	Third Thursday snacks, Mileage: B2B, Customer Service Wksp	\$167.25
30255	236	ANTHEM BLUE CROSS BLUE	4/11/2011	Health/Dental Premium-April 2011, 19 employees	\$9,307.62
30256	237	ANTHEM LIFE	4/11/2011	Life Ins. Premium, April 2011	\$103.14
30257	238	BAKER & TAYLOR	4/11/2011	Books, Continuations, AV, Auto. Yours	\$9,122.43
30258	239	BAKER & TAYLOR ENTERTAIN	4/11/2011	DVDs	\$633.89
30259	240	BLUETARP FINANCIAL, INC	4/11/2011	Materials for Storage Shed Light: Spackle, Putty Knife, Anchors, Bit, Clamp, Romex wire, Outdoor Outlet box	\$44.62
30260	241	BRENDA THOMPSON	4/11/2011	Mileage: Grant Committee, B2B, Mgmt Mtg, LEU class	\$76.45
30261	242	CAPITAL ONE BANK (USA), NA	4/11/2011	CDs, Children's Supplies, B2B expenses, Magazine Subscriptions, Cell Phone Minutes(annual)	\$3,483.77
30262	243	CAPSTONE PRESS	4/11/2011	Books	\$2,344.72
30263	244	CAROLYNN DeVRIES	4/11/2011	Children's Supplies	\$8.98
30264	245	CRESTLINE SPECIALTIES CO,	4/11/2011	Squeeze Sports Bottles	\$345.34
30265	246	CULLIGAN OF KOUTS	4/11/2011	Water Cooler Rental & Water (April)	\$50.10
30266	247	DAVIDSON TITLES INC.	4/11/2011	Books	\$580.98
30267	248	DAWN VANDER MOLEN	4/11/2011	Book Reimbursement	\$13.99
30268	249	DEMCO	4/11/2011	Kid's Headphones, Dots, Movie Labels, Book Jacket	\$175.21
30269	250	DIANA KOOY	4/11/2011	Mileage: Performance Review, Deposits, Council Mtg, B2B	\$87.12
30270	251	EDUCATION NETWORKS OF A	4/11/2011	Charge for Internet Access	\$885.00
30271	252	FASE'S WATER TREATMENT	4/11/2011	Drive Gear	\$50.00
30272	253	FLAGS USA, INC.	4/11/2011	120' Halyard Rope w/wire core-Rens Lib	\$110.00
30273	254	HP PRODUCTS CORP.	4/11/2011	Vacuum Bags	\$84.41
30274	255	INDIANA INSURANCE COMPA	4/11/2011	Building Ins Policy-4/16/2011-10/15/11	\$9,568.00
30275	256	INDIANA LIBRARY FEDERATIO	4/11/2011	District 1 Conference (Stringfellow, Kooy, Thompson, Barton, Poortenga, Amalong)	\$480.00
30276	257	INDIANA DEPT. OF WORKFOR	4/11/2011	Unemployment Insurance, 1st qtr 2011	\$1,406.27
30277	258	INDIANA ONLINE USERS GRO	4/11/2011	IOLUG Registration-R. Amalong, P. Stringfellow, 5/6/11	\$110.00
30278	259	JAN WAY COMPANY	4/11/2011	Community Awareness Multi-lingual bracelets-Marketing	\$92.42
30279	260	JASPER COUNTY HOSPITAL	4/11/2011	Bi-Mon. Water Testing-Coliform & eColi- DeM.	\$20.00
30280	261	JAMES R. LITTLE	4/11/2011	Connectors for ballast replacements	\$5.19
30281	262	KIRBY RISK CORPORATION	4/11/2011	Ballast	\$13.06
30282	263	LINDA POORTENGA	4/11/2011	ILF Media Roundtape Seminar Mileage & Expenses	\$84.08
30283	264	LINDA THOMPSON	4/11/2011	Books; 2010 Mileage: Bank Dep, Cust. Serv Workshop	\$55.83
30284	265	MAGAZINE SUBSCRIPTION SE	4/11/2011	Magazine Subscriptions- Time & Antiques & Collecting	\$77.97
30285	266	MEDCO SUPPLY COMPANY	4/11/2011	Clean-up Body Fluid Powder & Sanitizer	\$48.75
30286	267	MELISSA J. WIDNER	4/11/2011	CIL Expenses: Hotel, Meals, Air Fare, Parking, Mileage to/from airport; Cleaning Wipes	\$1,388.43
30287	268	MICHAEL FITZPATRICK	4/11/2011	Returned Lost DVD (paid)	\$12.99

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30288	269	MIDWEST COLLABORATIVE F	4/11/2011	2011 Membership Dues;ASPIN Supervisory Skills Program (5/17/11) - P. Stringfellow, B. Thompson, & R. Amalong	\$395.00
30289	270	MIDWEST TAPE	4/11/2011	DVDs	\$166.90
30290	271	NANETTE SPEACHT	4/11/2011	DVD	\$13.99
30291	272	NIPSCO	4/11/2011	Utilities, Wheatfield 3/3-4/1/11	\$1,773.08
30292	273	NORTHWESTERN INDIANA TE	4/11/2011	Telephone, Local Service, April 2011	\$48.05
30293	274	OFFICE DEPOT	4/11/2011	Calculator Ribbon, Laser & Inkjet Cartridges, Constr. Paper, CD File Folders	\$299.28
30294	275	OHIO TOWNSHIP PUBLIC LIBR	4/11/2011	Lost Music CD booklet	\$2.00
30295	276	ORIENTAL TRADING CO., INC	4/11/2011	Easter craft supplies	\$22.96
30296	277	PATTY STRINGFELLOW	4/11/2011	Mileage: NILBA, Branch Librarians mtg	\$72.42
30297	278	PEGGY WOODS	4/11/2011	Mileage; Post Office-return books, AV (Walmart) shopping trip	\$8.09
30298	279	POSTMASTER	4/11/2011	Stamps: 60-\$.100; 100-\$.98; 100-\$.61; 100-\$.17; 100-\$.10; 60-\$.05; 40-\$.04; 40-\$.03; 60-\$.02; 60-\$.01	\$253.60
30299	280	PRECISION CONTROL SYSTE	4/11/2011	Exhaust Fan belt parts & labor-Rens. Lib	\$131.52
30300	281	PUBLIC EMPLOYEES' RETIRE	4/11/2011	PERF 1st Qtr 2011 contributions	\$24,738.58
30301	282	QUILL CORPORATION	4/11/2011	Lateral 2-drawer file cabinet, Calculator ribbon, card stock, heavy-wt paper	\$289.95
30302	283	RECORDED BOOKS, LLC	4/11/2011	Audiobooks, Transparent Chinese and Italian Software	\$752.20
30303	284	ROTARY CLUB of RENSSSLAE	4/11/2011	Jan/Feb Dues	\$24.00
30304	285	ROEING CORP.	4/11/2011	CA ArcServe Backup Mtnce, 1 yr; 3rd installment on Support Services	\$7,778.00
30305	286	RUTH STREVELER	4/11/2011	Found Lost pd Book	\$15.00
30306	287	S & S WORLDWIDE, INC	4/11/2011	Summer Rdg supplies	\$172.57
30307	288	ST. JOHN PLUMBING, INC.	4/11/2011	Replaced cracked toilet, rebuilt sloan valve, corrected low water pressure in restroom	\$745.00
30308	289	SVT, LLC	4/11/2011	Management Mtg supplies (reimbursed for sales tax chgs)	\$30.77
30309	290	SUE TOBIAS	4/11/2011	Mileage: Bank Deposits, Post Office (ILL), Courthouse, Ins. Seminar (1/24-3/30)	\$139.74
30310	291	TEAM SOFTWARE SOLUTION	4/11/2011	Public Web Browser Annual Renewal Mtnce.	\$125.00
30311	292	TECH LOGIC CORP	4/11/2011	Annual Self-Check System Renewal Mtnce Contract	\$1,200.00
30312	293	THE TIMES	4/11/2011	Newspaper Subsc-Rens. Lib, 1 yr	\$221.00
30313	294	TRUGREEN CHEMLAWN	4/11/2011	Landscape weed control @ Wh. Lib.	\$311.00
30314	295	UPSTART	4/11/2011	Summer Reading Materials, Staff T-shirts, Ch. Prizes	\$297.75
30315	296	USA TODAY	4/11/2011	Rens. Newspaper Subsc. - 5/6/11-5/5/12	\$195.00
30316	297	VISION SERVICE PLAN- (IN)	4/11/2011	Vision Premium, 19 employees Mar 2011	\$200.92
30317	298	WAL-MART COMMUNITY/GEM	4/11/2011	Ch. Program supplies, copy paper, DVDs	\$652.53
30318	299	WALL STREET JOURNAL	4/11/2011	2 yr. Subscriptions DeM & Wh. Lib.	\$1,261.12
30319	300	WASTE MANAGEMENT	4/11/2011	2 yr. Subscriptions DeM & Wh. Lib.	\$62.66
30320	301	RELIABLE EXTERMINATORS, I	4/11/2011	Exterior Pest Control application, semi-annual (Rens.)	\$152.00
30321	302	YVONNE DEL VECCHIO	4/11/2011	Lego Club materials	\$100.00
30322	303	ZIESE PLUMBING, HEATING, &	4/11/2011	Domestic Water Pipe and Expansion Tank replacement-DeM	\$6,514.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$152,082.10

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, April 07, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$152,082.10

Date this 11th day of April, 2011.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

MAY

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, May 9, 2011, 6pm
Rensselaer Public Library

Executive Session: To discuss an employee job performance evaluation
(IC 5-14-1.5-6.1).

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of April Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Workshop Request (R 12)

General Business

Patron Tasks & Devices Policy (R 12)	Action
Rensselaer Library Parking Lot (R 13)	Action
Director Salary 2012 (R 13)	Action
Wheatfield Library Wetlands Update (R 13)	Information
Wheatfield Library Roof Update (R 13)	Information
Budget Workshop (R 13)	Information

Director's Report (R 12-R 16)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees

6:00 PM

April 11, 2011

DeMotte Library

Present: Mari Anne Sayler, Janet Umlauf, Janelle Harper, Natalie Waling, Timothy Schultz Jr., Patricia Stringfellow, Brenda Thompson, Evie Bristol, & Gail Evans.

Absent: Jody Melton, Deana George

Agenda & Consent Agenda Approval: The Consent Agenda and Agenda items, March Board Meeting Minutes, bills/financial reports, Salary Ordinance update, Advanced Tax Draw, workshop request, and the Personnel Policy revisions as presented were approved on a motion by M. Sayler, second by J. Umlauf. Motion passed.

DeMotte Library Report: B. Thompson, DeMotte Branch Librarian, reflected on the happenings at the library since November when she gave her last report. Many staff have been on leave since then but remaining staff gave 110% to provide service and meet community needs. DeMotte offers developmentally appropriate computer classes for our senior population. Use of Proctoring Services has increased; even an equestrian test has been taken. Genealogy requests have increased, and to keep costs down we are scanning and emailing many of our responses. Patrons comment on our wonderful displays. All staff work together to create these displays. Our Walking Books program is going well. Donated magazines and VHS tapes are delivered to Oak Grove patients as 'free reads'. We are researching the possibility of offering an online AARP driver's course for senior citizens. By completing this program, participants can get a discount on their auto insurance, so we are eager to make this program possible for them.

DeMotte Children's Specialist, Evie Bristol, highlighted several successful and popular programs beginning with the Spring Festival held last week. The Summer Reading program is always an exciting time for kids at the library. This year we are changing the way the children track their reading from number of books to number of minutes to encourage reading at an appropriate age level. The Library Lego program continues to grow with the purchase of more legos through a donation from KV Jr. Women's Club. National Honor Society members have been very helpful volunteering with book sales, Spring Festival and Scholastic Book Fair. The YA Collection has been weeded to create more room for newer materials. Circulation has steadily increased over the past year and a half for this collection.

Wheatfield Library Roof: Andy Andree, Andree Builders, inspected the areas that L. Mock had outlined in his report and concurred with Mr. Mock's findings. At the Board's request he submitted a quote for necessary work. A. Andree's quote to complete necessary repairs amounted to \$6850. Board members received his itemized proposal that included four solar powered roof vents, removing insulation from eave areas and redistributing to bare spots, driving down roofing nails where needed, replacing broken shingles and securing buckled areas by screwing 2x6's to underside of sheathing; and also to repair and replace aluminum soffit on southwest side of turret caused by recent wind damage. The cost to only remove the insulation from eaves is \$40. On a motion by J. Umlauf, seconded by N. Waling, the board approved contracting with Andree Builders to do all the repairs as itemized in his report one through six. Motion passed unanimously.

Board attorney Kent Mahnesmith will be apprised of the board's action and asked to advise of any further action.

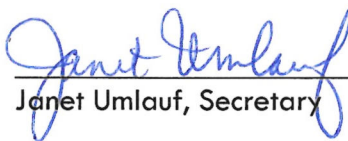
Concrete Work: P. Stringfellow reported that there are several areas where the concrete curbs are deteriorating at the Rensselaer and DeMotte libraries. Some of the sidewalks are also heaving making some walkways uneven. Improper drainage near sidewalks has contributed to some of these problems. Pictures of the worst areas were shared. Andree Builders provided a quote to address these issues. At DeMotte the cost of the repairs is \$3,050 and at Rensselaer \$1995. Andree Builders has done other projects for the library with great results. M. Saylor moved, second by J. Umlauf, to do concrete work at each library and accept Andree Builders proposals. Motion passed.

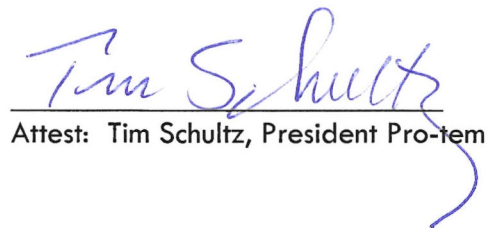
Director's Evaluation: P. Stringfellow distributed her self-evaluation and blank evaluation forms for board members to use when preparing their annual Director evaluation. Board members should mail their completed form to Director Evaluation Chair, J. Melton, who will compile the results. The deadline to return these to him will be emailed to you. N. Waling and M. Saylor also serve on the Evaluation Committee. At the May Board Meeting the board will present P. Stringfellow with her evaluation in an Executive Session.

Director's Report: Significant plumbing repairs were made as a result of an IDEM inspection at DeMotte Library this past month and necessary repairs at Wheatfield Library. At Wheatfield we are aggressively taking steps to maintain landscaped areas. We have treated landscaped areas with pre-emergent weed killer and will attend to pruning and thinning out and/or transplanting plants as we strive to tighten up the beds to manageable size. We also plan to spread new mulch.

All government units will be required to submit their budgets online using the Indiana Gateway for Local Government Units. The Library will be a Gateway Trainer in our community. Four staff will become familiar with this software and be available to assist local units of government as needed in any of our libraries.

Adjournment: With no further matters for discussion moved N. Waling, seconded by J. Umlauf, to adjourn at 6:57 PM.


Janet Umlauf, Secretary


Attest: Tim Schultz, President Pro-tem

CIRCULATION BY HOLDINGS CODE

April 2011

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	16	1	0	17
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	17	2	1	20
Award Winning non-fiction (DAWNF)	1	0	0	1
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	45	4	2	51
Books on CD (DBKCD)	132	4	1	137
Books on Tape (DBKT)	1	4	0	5
Compact Disc (DCD)	394	26	5	425
Digital Audiobooks (DDA)	3	0	0	3
DVD (DDVD)	1649	29	5	1683
Equipment (DEQP)	113	1	2	116
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	43	0	0	43
Fiction (DFIC)	824	31	16	871
Fiction Fantasy (DFICF)	30	8	2	40
Fiction Mystery (DFICM)	146	11	3	160
Fiction New (DFICNEW)	495	8	14	517
Fiction Science Fiction (DFICSF)	8	0	0	8
Fiction Western (DFICW)	9	0	0	9
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	54	0	0	54
Hanging Bags (DHANG)	17	2	0	19
ILL (DILL)	71	1	1	73
Internet (DINTER)	1363	0	0	1363
Juv. Audio book (DJAUDB)	26	0	1	27
Juv. Biography (DJBIO)	24	2	4	30
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	35	0	0	35
Juvenile Easy (DJE)	442	13	10	465
Juv. Easy Non-fiction (DJENF)	39	1	0	40
Juv. Easy Reader (DJER)	229	3	2	234
Juv. Fiction (DJFIC)	305	9	8	322
Juv. Holiday books (DJHOL)	56	2	1	59
Juv. Magazine (DJMAG)	28	0	0	28
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	349	12	11	372
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	119	1	1	121
Large Print Fiction (DLPF)	147	3	5	155

Large Print Nonfic (DLPNF)	6	1	0	7
Magazine (DMAG)	778	2	10	790
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	11	1	0	12
Nonfiction 100 (DNF100)	29	4	0	33
Nonfiction 200 (DNF200)	38	4	0	42
Nonfiction 300 (DNF300)	72	3	3	78
Nonfiction 400 (DNF400)	4	0	0	4
Nonfiction 500 (DNF500)	38	0	2	40
Nonfiction 600 (DNF600)	255	8	11	274
Nonfiction 700 (DNF700)	132	5	1	138
Nonfiction 800 (DNF800)	18	0	0	18
Nonfiction 900 (DNF900)	87	2	3	92
Nonfiction DVD (DNFDVD)	73	5	1	79
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	147	7	0	154
Nonfiction VHS (DNFVHS)	14	3	0	17
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	10	0	0	10
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	5	0	0	5
Software (DSWAR)	70	1	0	71
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	147	0	3	150
YA Audio book (DYAUDB)	16	0	0	16
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	215	5	5	225
YA Music CD (DYACD)	2	0	0	2
YA Nonfiction (DYANF)	10	0	0	10
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	14	3	1	18
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	30	2	33
Books on CD (RBKCD)	8	121	5	134
Books on Tape (RBKT)	0	10	0	10
Compact Disc (RCD)	1	258	2	261
Digital Audiobooks (RDA)	0	8	0	8
DVD (RDVD)	23	2198	17	2238
Equipment (REQP)	0	73	0	73
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	44	0	44
Fiction (RFIC)	35	680	27	742
Fiction New (RFICNEW)	14	373	16	403
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0

Graphic Novels (RGN)	0	129	7	136
Hanging Bag (RHANG)	0	20	0	20
ILL (RILL)	0	72	0	72
Internet (RINTER)	0	1727	0	1727
Juv. Audio book (RJAUDB)	2	10	0	12
Juv. Biography (RJBIO)	0	32	2	34
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	26	0	26
Juvenile Easy (RJE)	1	738	1	740
Juv. Easy Non-fiction (RJENF)	0	44	2	46
Juv. Easy Reader (RJER)	0	171	0	171
Juv. Fiction (RJFIC)	12	480	10	502
Juv. Magazine (RJMAG)	0	9	0	9
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	1	507	7	515
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	122	0	122
Large Print Fiction (RLPF)	17	195	3	215
Large Print Nonfic (RLPNF)	2	9	0	11
Magazine (RMAG)	2	348	1	351
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	8	0	9
Non-Fiction 100 (RNF100)	0	38	3	41
Non-Fiction 200 (RNF200)	3	45	2	50
Non-Fiction 300 (RNF300)	9	81	7	97
Non-Fiction 400 (RNF400)	2	2	0	4
Non-Fiction 500 (RNF500)	1	32	0	33
Non-Fiction 600 (RNF600)	8	247	2	257
Non-Fiction 700 (RNF700)	1	82	3	86
Non-Fiction 800 (RNF800)	1	23	0	24
Non-Fiction 900 (RNF900)	0	91	10	101
Nonfiction DVD (RNFDVD)	4	131	2	137
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	16	186	11	213
Nonfiction VHS (RNFVHS)	0	12	0	12
Oversize (ROVER)	0	2	0	2
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	12	0	12
Software (RSWAR)	0	59	0	59
Vertical File (RVF)	0	5	0	5
VHS (RVHS)	0	43	0	43
YA Audio book (RYAUDB)	0	7	1	8
YA Biography (RYAB)	0	2	1	3
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	15	209	3	227
YA Music CD (RYACD)	1	74	1	76

YA Nonfiction (RYANF)	1	23	0	24
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	4	14	19
Books on CD (WBKCD)	11	18	147	176
Books on Tape (WBKT)	1	2	14	17
Compact Disc (WCD)	14	33	335	382
Digital Audiobooks (WDA)	0	1	2	3
DVD (WDVD)	11	52	1582	1645
Equipment (WEQP)	0	0	31	31
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	21	21
Fiction (WFIC)	32	16	358	406
Fiction Fantasy (WFICF)	5	1	5	11
Fiction Mystery (WFICM)	7	2	81	90
Fiction New (WFICNEW)	29	21	323	373
Fiction Science Fiction (WFICSF)	2	1	14	17
Fiction Western (WFICW)	0	0	1	1
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	22	22
Hanging Bags (WHANG)	0	0	19	19
ILL (WILL)	2	2	37	41
Internet (WINTER)	0	0	744	744
Juv. Audio book (WJAUDB)	0	3	17	20
Juv. Biography (WJBIO)	1	1	12	14
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	1	1
Juv. Compact Disc (WJCD)	0	0	14	14
Juvenile Easy (WJE)	23	25	316	364
Juv. Easy Non-fiction (WJENF)	0	2	23	25
Juv. Easy Reader (WJER)	10	2	145	157
Juv. Fiction (WJFIC)	17	13	182	212
Juv. Magazine (WJMAG)	3	0	19	22
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	4	17	207	228
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	1	5	72	78
Large Print Fiction (WLPF)	10	4	95	109
Large Print Nonfic (WLPNF)	2	0	7	9
Magazine (WMAG)	1	9	290	300
Non-Fiction 000 (WNF000)	0	0	5	5
Non-Fiction 100 (WNF100)	1	3	8	12
Non-Fiction 200 (WNF200)	1	5	12	18
Non-Fiction 300 (WNF300)	6	4	22	32
Non-Fiction 400 (WNF400)	0	0	2	2
Non-Fiction 500 (WNF500)	2	0	7	9
Non-Fiction 600 (WNF600)	19	2	135	156
Non-Fiction 700 (WNF700)	5	6	45	56
Non-Fiction 800 (WNF800)	2	3	6	11
Non-Fiction 900 (WNF900)	2	1	24	27

Nonfiction DVD (WNFDVD)	1	6	68	75
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	15	3	79	97
Nonfiction VHS (WNFVHS)	0	1	12	13
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	0	0	34	34
Vertical File (WVF)	0	0	3	3
VHS (WVHS)	0	4	122	126
YA Audio book (WYAUDB)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	2	0	2
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	20	11	178	209
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	2	1	9	12
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	1	1	2
TOTAL	9867	10367	6209	26443

CIRCULATION BY HOLDINGS CODE
April 2011

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	16	1	0	17
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	17	2	1	20
Award Winning non-fiction (AWNFI)	1	0	0	1
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	47	38	18	103
Books on CD (BKCD)	151	143	153	447
Books on Tape (BKT)	2	16	14	32
Compact Disc (CD)	409	317	342	1068
Digital Audiobooks (DA)	3	9	2	14
DVD (DVD)	1683	2279	1604	5566
Equipment (EQP)	113	74	33	220
See librarian (ERR)	0	0	0	0
Express Book (EXP)	43	44	21	108
Fiction (FIC)	891	727	401	2019
Fiction Fantasy (FICF)	35	9	7	51
Fiction Mystery (FICM)	153	13	84	250
Fiction New (FICNEW)	538	402	353	1293
Fiction Science Fiction (FICSF)	10	1	14	25
Fiction Western (FICW)	9	0	1	10

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	54	129	29	212
Hanging Bags (HANG)	17	22	19	58
ILL (ILL)	73	75	38	186
Internet (INTR)	1363	1727	744	3834
Juv. Audio book (JAUDB)	28	13	18	59
Juv. Biography (JBIO)	25	35	18	78
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	1	1
Juv. Compact Disc (JCD)	35	26	14	75
Juvenile Easy (JE)	466	776	327	1569
Juv. Easy Non-Fiction (JENF)	39	47	25	111
Juv. Easy Reader (JER)	239	176	147	562
Juv. Fiction (JFIC)	334	502	200	1036
Juv. Holiday (JHOL)	56	2	1	59
Juv. Magazine (JMAG)	31	9	19	59
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	354	536	225	1115
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	1	1
Juv. Toddler (JTOD)	120	128	73	321
Large Print Fiction (LPF)	174	202	103	479
Large Print Nonfic (LPNF)	10	10	7	27
Magazine (MAG)	781	359	301	1441
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	12	9	5	26
Non-Fiction 100 (NF100)	30	45	11	86
Non-Fiction 200 (NF200)	42	54	14	110
Non-Fiction 300 (NF300)	87	88	32	207
Non-Fiction 400 (NF400)	6	2	2	10
Non-Fiction 500 (NF500)	41	32	9	82
Non-Fiction 600 (NF600)	282	257	148	687
Non-Fiction 700 (NF700)	138	93	49	280
Non-Fiction 800 (NF800)	21	26	6	53
Non-Fiction 900 (NF900)	89	94	37	220
Non-Fiction DVD (NFDVD)	78	142	71	291
Nonfiction (NFIC)	0	0	1	1
Nonfiction New (NFNEW)	178	196	90	464
Nonfiction VHS (NFVH)	14	16	12	42
Oversize (OVER)	0	2	0	2
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	10	0	0	10
Reference (REF)	83	82	43	208
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	5	12	2	19
Software (SWAR)	70	60	34	164
Vertical File (VF)	0	5	3	8

VHS	147	47	125	319
YA Audio book (YAUDB)	16	7	1	24
YA Biography (YAB)	1	2	1	4
YA Books on CD (YABKCD)	0	2	0	2
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	250	225	186	661
YA Music CD (YACD)	3	74	1	78
YA Nonfiction (YANF)	13	24	9	46
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	14	4	2	20
				0
Free reads	229	424	166	819
Games/Puzzles	7	32	0	39
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10186	10905	6418	27509

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2096	1826	1152	5074
Nonfiction	1144	1115	512	2771
CHILDREN'S BOOKS				
Fiction	1192	1585	748	3525
Nonfiction	485	620	270	1375
YA BOOKS				
Fiction	304	354	215	873
Nonfiction	14	26	10	50
Magazines, Adult	781	359	301	1441
Magazines, Children	31	9	19	59
Sound Recordings, adult	581	494	512	1587
Sound Recordings, ch	83	135	53	271
Online databases	0	0	0	0
Software	70	60	34	164
Vertical file	0	5	3	8
VHS/DVD	1922	2484	1812	6218
Equipment	113	74	33	220
Total	8816	9146	5674	23636
A-V Circulation	2656	3173	2411	8240
A-V Circulation as % of total	30.1%	34.7%	42.5%	34.9%

April 2011

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	72,015	61,648	47,170
Circulation Increase/Decrease	-7.8%	-10.7%	-9.5%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2010	2011	% change
Current month's Circulation	26,073	23,636	-9.3%
Jan. to date circulation	110,128	100,635	-8.6%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
20,168	20,250	11,532	11,534	12,336	12,429 Fiction
18,689	18,732	19,841	19,931	9,904	9,945 Nonfiction
					CHILDREN'S BKS
13,694	13,725	11,421	11,451	9,801	9,828 Fiction
9,032	9,062	6,250	6,261	5,346	5,358 Nonfiction
					YA BOOKS
2,018	2,022	2,430	2,384	2,088	2,113 Fiction
502	503	698	703	194	196 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,950	2,950	3,441	3,441	3,326	3,326 Sound Rec/Adult
644	656	553	299	673	694 Sound Rec/Child
25	25	16	28	1	4 Online Databases
364	364	355	355	181	181 Software
0	2			0	4 Vertical Files
3,606	3,606	5,100	5,099	3,035	3,035 VHS/DVD
118	118	142	142	57	57 Equipment
71,810	72,015	61,799	61,648	46,942	47,170 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

April 2011

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	227	49	192	42	292	63	711	154
LOCAL HISTORY								
In person	4	1	4	1	2	1	10	3
Letters written	2	2	9	9	0	0	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1363	57	1727	72	744	31	3834	160
Computer software used	187	16	115	10	84	7	386	32
VCR Use	0	0	0	0	0	0	0	0
Microforms	4	1	24	3	0	0	28	4
CD ROM/Online databases	207	17	349	29	125	10	681	57
Typewriter use	1	0	0	0	0	0	1	0
Other equipment used	0	0	0	0	0	0	0	0
OTHER LIBRARY SERVICES USED								
Outreach activities	37	37	10	7	0	0	47	31
Notarized documents	3	1	7	2	4	1	14	4
Meeting Room Use (no. of group	42	14	46	15	28	9	116	39
Study room use	22	2	7	1	33	3	62	5
Proctoring	0	0	1	1	1	1	2	1
Tax Forms distributed	1	0	11	0	11	0	23	0
Pull Requests	0	0	10	10	0	0	10	60
IN-HOUSE USE ITEMS	101		426		197		724	
WIRELESS USE via patron owned pcs	269		327		113		709	
SELF-CHECKOUT USE	281		842		270		1393	
INTERLIBRARY LOANS								
Requests made for:	76	19	81	20	26	7	183	46
Items rec'd for:	83	42	82	41	43	22	208	104
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8412	8461	4741	21614
Non-resident, paying	1	4	0	5
PLAC card users	0	4	0	4
Reciprocal borrowers	401	438	87	926
Number of New Patrons Added	53	40	26	119

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	1	6	0	0	2	12
Children's Programs (0-13)	8	48	17	102	13	78	38	228
Number attending	234		273		345		852	
YA Programs (14-17)	0	0	2	12	0	0	2	12
Number attending	18		61		0		79	
Adult Programs	1	6	3	18	0	0	4	24
Number attending	91		165		51		307	
Senior Citizen Programs	12	72	5	30	3	18	20	120
Number attending	98		68		22		188	
Total Number of Programs	22	132	28	168	16	96	66	396
Total Persons Attending	441		567		418		1426	
Total Attending Same Month Last	384		515		443		1342	
Total Staff Hours Spent		389		430		250	1068	1106
Total Number of In-House Program	12		22		11		45	
Total Attendance	333		232		119		684	
Total Number of Outreach Program	10		6		5		21	
Total Attendance	108		335		299		742	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6304	72.9%	5623	61.9%	3939	70.0%	15866	67.9%
Corporate	13	0.2%	111	1.2%	0	0.0%	124	0.5%
Juvenile 0-11	152	1.8%	443	4.9%	45	0.8%	640	2.7%
Juvenile-AV	1128	13.0%	1107	12.2%	743	13.2%	2978	12.7%
Nonresident No Fee	44	0.5%	96	1.1%	76	1.3%	216	0.9%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	62	0.7%	0	0.0%	62	0.3%
Reciprocal Adult	333	3.9%	261	2.9%	47	0.8%	641	2.7%
Reciprocal Juvenile	0	0.0%	8	0.1%	0	0.0%	8	0.0%
Reciprocal Juvenile AV	8	0.1%	39	0.4%	3	0.1%	50	0.2%
Reciprocal YA	14	0.2%	18	0.2%	3	0.1%	35	0.1%
Reciprocal YA AV	0	0.0%	4	0.0%	0	0.0%	4	0.0%
School	0	0.0%	5	0.1%	0	0.0%	5	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	63	0.7%	0	0.0%	63	0.3%
Staff	361	4.2%	794	8.7%	491	8.7%	1646	7.0%
Walking books	64	0.7%	71	0.8%	0	0.0%	135	0.6%
YA 12-17	74	0.9%	45	0.5%	6	0.1%	125	3.3%
YA-AV	150	1.7%	341	3.8%	278	4.9%	769	3.3%
Total	8645		9091		5631		23367	
 All items borrowed by nonresidents	 399	 4.6%	 556	 6.1%	 129	 2.3%	 1084	 4.6%

**Salary Ordinance 2011
Updated 5/9/11**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Karla Hausenfleck	Clerk	\$9.39	5/5/11	9	D
Benjamin Posta	Page	\$7.25	4/18/11	10	D
Shelby Schoon	Page	\$7.25	4/28/11	9	W

We have hired Karla Hausenfleck as DeMotte Clerk using 9 budgeted clerk hours that had not been assigned to any one clerk. It is necessary to have another 'body' as clerk at the DeMotte Library to aid in circulation desk coverage so we have hired Karla to work nine hours per week.

We hired Benjamin Posta as DeMotte page, replacing Jenna Lewandowski who resigned.

We hired Shelby Schoon as Wheatfield page, replacing Marilyn Rucker who has been promoted to clerk.

We have examined and approved the changes to the 2011 Jasper County Public Library Salary Ordinance. Dated 5/9/11

<u>Mari Anne Layler</u>	<u>Natalie A. Waling</u>
<u>Gayle L. Harp</u>	<u>Deana K. George</u>
<u>John Meltzer</u>	<u>James Umblauf</u>
<u>Timothy W. Schick</u>	

Patron Tasks and Devices Policy

Patrons are responsible for inputting their own data in all forms, applications, and documents to ensure privacy is maintained. Likewise, Patrons must input any data, or follow any procedure on their own handheld device. Library staff should not touch these handheld devices for liability purposes.

Staff can offer patrons 5 to 10 minutes of limited assistance, as staffing permits, in navigating through the following tasks:

1. Job applications
2. Unemployment applications
3. Obtaining an e-mail address
4. Adding attachments or photos to e-mails.
5. Accessing downloadable books
6. Using Microsoft Office programs (opening, saving, and printing documents)

Staff will point patrons toward online guides and/or library books for any other questions that may arise.

Library staff will give 5 to 10 minutes of limited assistance, as staffing permits, and as staff knowledge allows, for personal laptops and handheld devices when interfacing with library devices:

1. Laptops and Ipads
2. Handheld gaming devices
3. Cameras
4. Flash drives, etc.
5. Mp3 players
6. Wireless devices

Staff will point patrons toward online guides and/or library books for any other questions that may arise. Please be aware that library printers may not be compatible with all devices and/or software. Technology is changing rapidly, and staff may not be knowledgeable about a specific device or program.

JCPL FINANCIAL STATEMENT

April 30, 2011

	<u>Beginning 2011 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$658,796.81	\$192,216.38	\$618,687.61	\$122,278.45	\$294,114.70	\$334,223.90
Includes Investments of:						
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$6,786.28	\$528.96	\$1,303.79	\$4,318.42	\$5,760.33	\$11,242.82
DeMotte	\$1,694.92	\$17.00	\$329.68	\$370.42	\$585.44	\$1,950.68
Rensselaer	\$3,898.84	\$288.75	\$498.39	\$3,498.00	\$3,964.95	\$7,365.40
Wheatfield	\$1,192.52	\$223.21	\$475.72	\$450.00	\$1,209.94	\$1,926.74
Library Improvement Reserve Fund	\$215,110.13	\$0.00	\$0.00	\$91.46	\$345.25	\$215,455.38
Includes Investments of:						
Bond & Interest Redemption Fund	\$179,021.25	\$0.00	\$156,640.00	\$0.00	\$0.00	\$22,381.25
Includes Investments of \$0.00						
Rainy Day Fund	\$303,858.32	\$0.00	\$0.00	\$0.00	\$0.00	\$303,858.32
Includes Investments of \$0.00						
State Technology Fund G	\$9,655.00	\$885.00	\$3,540.00	\$0.00	\$0.00	\$6,115.00
Capital Projects Fund	\$1,006,019.73	\$0.00	\$7,710.00	\$233.13	\$905.93	\$999,215.66
Includes Investments of \$500,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$89,451.93	\$0.00	\$0.00	\$0.00	\$0.00	\$89,451.93
Sales Tax	\$20.81	\$0.00	\$0.00	\$2.33	\$15.60	\$36.41
Construction Fund	\$178,638.84	\$3,425.00	\$3,425.00	\$35.22	\$156.55	\$175,370.39
Includes Investments of \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$60.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,603.37	\$33,072.34	\$8,603.37	\$33,072.34	\$0.00
FICA Tax Collected	\$0.00	\$5,200.44	\$19,973.51	\$5,200.44	\$19,973.51	\$0.00
State Tax Collected	\$3,431.56	\$3,174.77	\$13,311.28	\$3,430.68	\$13,289.99	\$3,410.27
County Tax Collected	\$2,416.10	\$2,334.39	\$9,664.30	\$2,568.38	\$9,816.63	\$2,568.43
Deferred Comp.	\$0.00	\$2,560.00	\$10,200.00	\$2,560.00	\$10,200.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,032.05	\$12,128.27	\$3,032.05	\$12,128.20	(\$0.07)
Employee Life Insur.	\$0.00	\$135.16	\$550.64	\$135.16	\$550.64	\$0.00
Employee P.E.R.F.	\$6,609.66	\$6,831.44	\$13,441.10	\$2,364.73	\$9,196.17	\$2,364.73
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,660,076.42	\$228,926.96	\$903,697.84	\$154,853.82	\$409,585.84	\$2,165,964.42

Bank Balances
Jasper County Public Library
Report as of: 4/30/2011

<i>Bank</i>		
1	Alliance Bank	\$1,261,204.66
2	Demotte State Bank	\$13,663.99
3	Alliance Bank-LIRF Acct	\$215,455.38
5	Cash On Hand	\$270.00
6	Alliance Bank-Construction Ckg.	\$175,370.39
7	Rensselaer Banking Ctr CD#400041737/400042127	\$500,000.00
8		
9		
10		
11		

Total all banks = \$2,165,964.42

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**100 OPERATING FUND****Jasper County Public Library****Report Date: From 4/1/2011 To 4/30/2011**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 SALARY OF LIBRARIAN	\$57,866.00	\$0.00	\$57,866.00	\$4,822.14	\$19,240.89	\$38,625.11	33.3
1.12 SALARY OF ASSISTANTS	\$1,010,295.00	\$0.00	\$1,010,295.00	\$84,784.27	\$325,439.81	\$684,855.19	32.2
1.13 WAGES OF JANITORS	\$54,774.00	\$0.00	\$54,774.00	\$5,469.13	\$20,962.24	\$33,811.76	38.3
1.21 EMPLOYER'S SHARE-FICA	\$85,905.00	\$0.00	\$85,905.00	\$7,041.31	\$27,043.82	\$58,861.18	31.5
1.22 UNEMPLOYMENT COMPENSATION	\$4,658.00	\$0.00	\$4,658.00	\$1,406.27	\$1,695.00	\$2,963.00	36.4
1.23 EMPLOYER'S CONTRIB.- PERF	\$71,267.00	\$0.00	\$71,267.00	\$17,907.14	\$35,216.51	\$36,050.49	49.4
1.24 EMPLOYER'S CONTRIB.- INS.	\$100,029.00	\$0.00	\$100,029.00	\$6,653.95	\$26,602.13	\$73,426.87	26.6
Subtotal	\$1,384,794.00		\$1,384,794.00	\$128,084.21	\$456,200.40	\$928,593.60	32.9
2. Supplies							
2.11 OFFICIAL RECORDS	\$325.00	\$0.00	\$325.00	\$0.00	\$349.36	(\$24.36)	107.5
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$7,500.00	\$3.70	\$7,503.70	\$421.66	\$1,627.71	\$5,875.99	21.7
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$133.16	\$1,111.20	\$4,888.80	18.5
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$17.46	\$1,360.07	\$4,839.93	21.9
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$154.62	\$174.59	\$825.41	17.5
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$46.36	\$153.64	23.2
2.33 REPAIR PARTS	\$700.00	\$0.00	\$700.00	\$13.06	\$546.28	\$153.72	78.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$13,400.00	\$0.00	\$13,400.00	\$536.98	\$2,275.90	\$11,124.10	17.0
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
Subtotal	\$35,825.00	\$3.70	\$35,828.70	\$1,276.94	\$7,491.47	\$28,337.23	20.9
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,065.00	\$0.00	\$5,065.00	\$20.00	\$882.00	\$4,183.00	17.4
3.21 TELEPHONE	\$4,000.00	\$0.00	\$4,000.00	\$317.21	\$696.56	\$3,303.44	17.4
3.22 POSTAGE	\$4,000.00	\$0.00	\$4,000.00	\$253.60	\$267.39	\$3,732.61	6.7
3.23 MILEAGE	\$22,000.00	\$0.00	\$22,000.00	\$1,844.23	\$4,473.76	\$17,526.24	20.3
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$1,789.03	\$2,422.77	\$5,577.23	30.3
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$118.40	\$322.53	\$1,177.47	21.5
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$0.00	\$0.00	\$35,400.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$215.73	\$784.27	21.6
3.33 MARKETING ADVERTISING	\$1,000.00	\$0.00	\$1,000.00	\$437.76	\$437.76	\$562.24	43.8
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$0.00	\$200.00	(\$50.00)	133.3
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$9,568.00	\$11,287.00	\$14,713.00	43.4
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$2,239.74	\$12,263.16	\$37,736.84	24.5
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$5,551.06	\$21,468.95	\$48,531.05	30.7
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$123.65	\$420.20	\$1,579.80	21.0
3.54 WASTE DISPOSAL SERVICES	\$5,100.00	\$0.00	\$5,100.00	\$471.08	\$1,787.86	\$3,312.14	35.1
3.61 BUILDING & STRUCTURES	\$47,320.00	\$0.00	\$47,320.00	\$8,158.52	\$18,905.12	\$28,414.88	40.0
3.62 EQUIPMENT REPAIRS	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$174.00	\$1,026.00	14.5
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$170.80	\$79.20	68.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.91 DUES	\$2,220.00	\$0.00	\$2,220.00	\$149.00	\$2,112.97	\$107.03	95.2
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.58	\$325.58	\$0.59	\$0.59	\$324.99	0.2
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$125.00	\$87.95	\$212.95	\$43.98	\$107.35	\$105.60	50.4
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$91,563.00	\$0.00	\$91,563.00	\$9,139.50	\$21,013.64	\$70,549.36	22.9
Subtotal	\$433,338.00	\$88.53	\$433,426.53	\$40,235.30	\$99,630.14	\$333,796.39	23.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$11,625.00	\$0.00	\$11,625.00	\$227.49	\$931.99	\$10,693.01	8.0
4.51 BOOKS	\$147,000.00	\$0.00	\$147,000.00	\$11,325.30	\$28,888.60	\$118,111.40	19.7
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$5,100.87	\$9,187.29	\$12,812.71	41.8
4.53 NONPRINTED MATERIALS	\$78,500.00	\$149.90	\$78,649.90	\$2,541.27	\$12,872.72	\$65,777.18	16.4
Subtotal	\$259,125.00	\$149.90	\$259,274.90	\$19,194.93	\$51,880.60	\$207,394.30	20.0
Grand Total	\$2,113,082.00	\$242.13	\$2,113,324.13	\$188,791.38	\$615,202.61	\$1,498,121.52	29.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
4/11/2011	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$3.70	Reimbursed for Office supply purchase, Quill A/P #282, A/R #165
4/11/2011	100 OPERATING FUND	3.93 TAXES & ASSESSMENTS	\$0.58	Reimbursed for Sales Tax charged - A/P#289-SVT
2/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Refund on Lost Bk Pd & Found - A/P#102 (Sirk)-1/15/11
3/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.99	Refund on Lost Bk Pd & Found - A/P#184 (Forbes)-2/7/11
3/26/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	Refund on Lost Bk Pd & Found - A/P#3123, 3/26/11
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	refund on Lost Bk Pd & Found - A/P#248, 3/12/11 (Vandeermolen)
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	refund on Lost Bk Pd & Found - A/P#268, 3/17/11(Fitzpatrick)
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Refund on Lost Bk Pd & Found - A/P#286, 3/9/11(Streveler)
1/3/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$149.90	Encumbered per Board Mtg Approval, 12/29/10

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$242.13

Voucher List
Jasper County Public Library

Report Date: From 4/1/2011 To 4/30/2011

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	226	ALLIED WASTE SERVICES #71	4/8/2011	Trash Pick-up @ Whtfld Lib, April	\$61.62
0	227	GREAT-WEST RETIREMENT S	4/8/2011	Annuity w/held from 8 April 11 Payroll-7 participants. (Online Confirmation #4BYB5K6S)	\$1,280.00
0	228	INDIANA DEPARTMENT OF RE	4/20/2011	State & County Taxes w/held 8 April 11 Payroll, ref #30836, Verif Code #32	\$5,509.16
0	229	IRS USA TAXPAYMENT	4/11/2011	FICA & Federal Taxes w/held 8 April 11, Ref #51872130	\$10,795.75
0	230	JOSEPH ZELLON	4/8/2011	Courier Mileage-March 16-31, 2011(Online Confirm #DBOB4KDS)	\$367.20
0	231	TOWN OF DEMOTTE	4/8/2011	Sewer-March @ DeM. (Confirm #DBSBKDGQ)	\$69.80
0	232	TOWN OF WHEATFIELD SEW	4/8/2011	Sewer @ Wh. Lib-March (Confirm #FBWB3KGQ)	\$56.65
0	233	PAYROLL	4/8/2011	PAYROLL	\$48,992.39
30253	234	AARON'S LAWN CARE	4/11/2011	Snow removal, Wh. & Dm-2/22-2/25-11	\$255.00
30254	235	ANGELA BARTON	4/11/2011	Third Thursday snacks, Mileage: B2B, Customer Service Wksp	\$167.25
30255	236	ANTHEM BLUE CROSS BLUE	4/11/2011	Health/Dental Premium-April 2011, 19 employees	\$9,307.62
30256	237	ANTHEM LIFE	4/11/2011	Life Ins. Premium, April 2011	\$103.14
30257	238	BAKER & TAYLOR	4/11/2011	Books, Continuations, AV, Auto. Yours	\$9,122.43
30258	239	BAKER & TAYLOR ENTERTAIN	4/11/2011	DVDs	\$633.89
30259	240	BLUETARP FINANCIAL, INC	4/11/2011	Materials for Storage Shed Light: Spackle, Putty Knife, Anchors, Bit, Clamp, Romex wire, Outdoor Outlet box	\$44.62
30260	241	BRENDA THOMPSON	4/11/2011	Mileage: Grant Committee, B2B, Mgmt Mtg, LEU class	\$76.45
30261	242	CAPITAL ONE BANK (USA), NA	4/11/2011	CDs, Children's Supplies, B2B expenses, Magazine Subscriptions, Cell Phone Minutes(annual)	\$3,483.77
30262	243	CAPSTONE PRESS	4/11/2011	Books	\$2,344.72
30263	244	CAROLYNN DeVRIES	4/11/2011	Children's Supplies	\$8.98
30264	245	CRESTLINE SPECIALTIES CO,	4/11/2011	Squeeze Sports Bottles	\$345.34
30265	246	CULLIGAN OF KOUTS	4/11/2011	Water Cooler Rental & Water (April)	\$50.10
30266	247	DAVIDSON TITLES INC.	4/11/2011	Books	\$580.98
30267	248	DAWN VANDER MOLEN	4/11/2011	Book Reimbursement	\$13.99
30268	249	DEMCO	4/11/2011	Kid's Headphones, Dots, Movie Labels, Book Jacket	\$175.21
30269	250	DIANA KOOY	4/11/2011	Mileage: Performance Review, Deposits, Council Mtg, B2B	\$87.12
30270	251	EDUCATION NETWORKS OF A	4/11/2011	Charge for Internet Access	\$885.00
30271	252	FASE'S WATER TREATMENT	4/11/2011	Drive Gear	\$50.00
30272	253	FLAGS USA, INC.	4/11/2011	120' Halyard Rope w/wire core-Rens Lib	\$110.00
30273	254	HP PRODUCTS CORP.	4/11/2011	Vacuum Bags	\$84.41
30274	255	INDIANA INSURANCE COMPA	4/11/2011	Building Ins Policy-4/16/2011-10/15/11	\$9,568.00
30275	256	INDIANA LIBRARY FEDERATIO	4/11/2011	District 1 Conference (Stringfellow, Kooy, Thompson, Barton, Poortenga, Amalong)	\$480.00
30276	257	INDIANA DEPT. OF WORKFOR	4/11/2011	Unemployment Insurance, 1st qtr 2011	\$1,406.27
30277	258	INDIANA ONLINE USERS GRO	4/11/2011	IOLUG Registration-R. Amalong, P. Stringfellow, 5/6/11	\$110.00
30278	259	JAN WAY COMPANY	4/11/2011	Community Awareness Multi-lingual bracelets-Marketing	\$92.42
30279	260	JASPER COUNTY HOSPITAL	4/11/2011	Bi-Mon. Water Testing-Coliform & eColi- DeM.	\$20.00
30280	261	JAMES R. LITTLE	4/11/2011	Connectors for ballast replacements	\$5.19
30281	262	KIRBY RISK CORPORATION	4/11/2011	Ballast	\$13.06
30282	263	LINDA POORTENGA	4/11/2011	ILF Media Roundtape Seminar Mileage & Expenses	\$84.08
30283	264	LINDA THOMPSON	4/11/2011	Books; 2010 Mileage: Bank Dep, Cust. Serv Workshop	\$55.83
30284	265	MAGAZINE SUBSCRIPTION SE	4/11/2011	Magazine Subscriptions- Time & Antiques & Collecting	\$77.97
30285	266	MEDCO SUPPLY COMPANY	4/11/2011	Clean-up Body Fluid Powder & Sanitizer	\$48.75
30286	267	MELISSA J. WIDNER	4/11/2011	CIL Expenses: Hotel, Meals, Air Fare, Parking, Mileage to/from airport; Cleaning Wipes	\$1,388.43

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30287	268	MICHAEL FITZPATRICK	4/11/2011	Returned Lost DVD (paid)	\$12.99
30288	269	MIDWEST COLLABORATIVE F	4/11/2011	2011 Membership Dues;ASPIN Supervisory Skills Program (5/17/11) - P. Stringfellow, B. Thompson, & R. Amalong	\$395.00
30289	270	MIDWEST TAPE	4/11/2011	DVDs	\$166.90
30290	271	NANETTE SPEACHT	4/11/2011	DVD	\$13.99
30291	272	NIPSCO	4/11/2011	Utilities, Wheatfield 3/3-4/1/11	\$1,773.08
30292	273	NORTHWESTERN INDIANA TE	4/11/2011	Telephone, Local Service, April 2011	\$48.05
30293	274	OFFICE DEPOT	4/11/2011	Calculator Ribbon, Laser & Inkjet Cartridges, Constr. Paper, CD File Folders	\$299.28
30294	275	OHIO TOWNSHIP PUBLIC LIBR	4/11/2011	Lost Music CD booklet	\$2.00
30295	276	ORIENTAL TRADING CO., INC	4/11/2011	Easter craft supplies	\$22.96
30296	277	PATTY STRINGFELLOW	4/11/2011	Mileage: NILBA, Branch Librarians mtg	\$72.42
30297	278	PEGGY WOODS	4/11/2011	Mileage; Post Office-return books, AV (Walmart) shopping trip	\$8.09
30298	279	POSTMASTER	4/11/2011	Stamps: 60-\$1.00; 100-\$.98; 100-\$.61; 100-\$.17; 100-\$.10; 60-\$.05; 40-\$.04; 40-\$.03; 60-\$.02; 60-\$.01	\$253.60
30299	280	PRECISION CONTROL SYSTE	4/11/2011	Exhaust Fan belt parts & labor-Rens. Lib	\$131.52
30300	281	PUBLIC EMPLOYEES' RETIRE	4/11/2011	PERF 1st Qtr 2011 contributions	\$24,738.58
30301	282	QUILL CORPORATION	4/11/2011	Lateral 2-drawer file cabinet, Calculator ribbon, card stock, heavy-wt paper	\$289.95
30302	283	RECORDED BOOKS, LLC	4/11/2011	Audiobooks, Transparent Chinese and Italian Software	\$752.20
30303	284	ROTARY CLUB of RENSSELAE	4/11/2011	Jan/Feb Dues	\$24.00
30304	285	ROEING CORP.	4/11/2011	CA ArcServe Backup Mtnce, 1 yr; 3rd installment on Support Services	\$7,778.00
30305	286	RUTH STREVELER	4/11/2011	Found Lost pd Book	\$15.00
30306	287	S & S WORLDWIDE, INC	4/11/2011	Summer Rdg supplies	\$172.57
30307	288	ST. JOHN PLUMBING, INC.	4/11/2011	Replaced cracked toilet, rebuilt sloan valve, corrected low water pressure in restroom	\$745.00
30308	289	SVT, LLC	4/11/2011	Management Mtg supplies (reimbursed for sales tax chgs)	\$30.77
30309	290	SUE TOBIAS	4/11/2011	Mileage: Bank Deposits, Post Office (ILL), Courthouse, Ins. Seminar (1/24-3/30)	\$139.74
30310	291	TEAM SOFTWARE SOLUTION	4/11/2011	Public Web Browser Annual Renewal Mtnce.	\$125.00
30311	292	TECH LOGIC CORP	4/11/2011	Annual Self-Check System Renewal Mtnce Contract	\$1,200.00
30312	293	THE TIMES	4/11/2011	Newspaper Subsc-Rens. Lib, 1 yr	\$221.00
30313	294	TRUGREEN CHEMLAWN	4/11/2011	Landscape weed control @ Wh. Lib.	\$311.00
30314	295	UPSTART	4/11/2011	Summer Reading Materials, Staff T-shirts, Ch. Prizes	\$297.75
30315	296	USA TODAY	4/11/2011	Rens. Newspaper Subsc. - 5/6/11-5/5/12	\$195.00
30316	297	VISION SERVICE PLAN- (IN)	4/11/2011	Vision Premium, 19 employees Mar 2011	\$200.92
30317	298	WAL-MART COMMUNITY/GEM	4/11/2011	Ch. Program supplies, copy paper, DVDs	\$652.53
30318	299	WALL STREET JOURNAL	4/11/2011	2 yr. Subscriptions DeM & Wh. Lib.	\$1,261.12
30319	300	WASTE MANAGEMENT	4/11/2011	2 yr. Subscriptions DeM & Wh. Lib.	\$62.66
30320	301	RELIABLE EXTERMINATORS, I	4/11/2011	Exterior Pest Control application, semi-annual (Rens.)	\$152.00
30321	302	YVONNE DEL VECCHIO	4/11/2011	Lego Club materials	\$100.00
30322	303	ZIESE PLUMBING, HEATING, &	4/11/2011	Domestic Water Pipe and Expansion Tank replacement-DeM	\$6,514.00
30323	304	CENTURYLINK	4/11/2011	Local Rens. Phone charges-April	\$116.30
0	305	ANDREE BUILDERS, INC	4/14/2011	Wheatfield Roof Repairs as per contract of 4/11/11, 50% deposit - Construction Project (Online pymt-Conf #GBUBAYWC)	\$3,425.00
150194	306	JASPER COUNTY PUBLIC LIB	4/14/2011	Bank Transfer for Wheatfield Roof Project-Andree Builders A/P #305	\$3,425.00
0	307	CITY OF RENSSELAER	4/25/2011	Utilities, 3/8-4/8/11, Rens Lib. (Online Conf #QBEB8Y3R)	\$3,122.76
0	308	AFLAC	4/25/2011	Supplemental Ins. Premium-March (ONLINE Banking #6BABWYRZ)	\$209.48
0	309	ALLIANCE BANK	4/25/2011	EFT Direct Deposit Transaction Fees for March 2011 Payroll	\$36.50

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	310	CENTURYLINK	4/25/2011	Local phone, Wh. Lib, April 2011 (On-Line Conf #4BEBYYT9 & TBNBKYT9)	\$52.73
0	311	GREAT-WEST RETIREMENT S	4/25/2011	Annuity w/held from 25 April 11 Payroll-7 participants. (Online Confirmation #JBHB2YR2)	\$1,280.00
0	312	JOSEPH ZELLON	4/25/2011	Courier Mileage-April 1-15, 2011(Online Confirm #GB5BAYD1)	\$336.60
0	313	IRS USA TAXPAYMENT	4/25/2011	FICA & Federal Taxes w/held 25 April 11, Ref #22894735	\$10,049.37
0	314	NIPSCO	4/25/2011	Utilities-DeMotte Lib -March	\$3,198.81
0	315	PAYROLL	4/25/2011	PAYROLL	\$46,083.15
Total Amount of Claims					\$228,926.96

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, April 29, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$228,926.96

Date this 9th day of May, 2011.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

April 30, 2011

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FEES & FEES:			\$2,450.24	\$11,430.25
DeMotte	\$1,009.43	\$4,655.86		
Rensselaer	\$1,064.41	\$4,052.76		
Wheatfield	\$376.40	\$2,721.63		
PHOTOCOPIES:			\$922.04	\$3,361.99
DeMotte	\$443.35	\$1,383.65		
Rensselaer	\$314.38	\$1,224.18		
Wheatfield	\$164.31	\$754.16		
INTEREST:			\$410.32	\$1,816.71
Checking/Repurchase/Savings/CD's	\$410.32	\$1,816.71		
TAXES:			\$118,312.66	\$277,218.64
Property Tax	\$0.00	\$0.00		
LOIT	\$65,344.00	\$65,344.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$43,842.33	\$175,369.32		
Local Option/Property Tax Repl.	\$9,126.33	\$36,505.32		
TAXABLE SALES:-			\$33.19	\$81.28
REFUNDS:			\$150.00	\$205.83
Rebates/Refund	\$0.00	\$0.58		
Insurance Claims/Reimbursements	\$0.00	\$22.25		
Meeting Room Rental	\$150.00	\$150.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$33.00		
Miscellaneous Receipts	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$122,278.45	\$294,114.70
PLAC FUND:-			\$0.00	\$0.00
GIFT FUNDS:			\$4,318.42	\$5,760.33
DeMotte	\$370.42	\$585.44		
Rensselaer	\$3,498.00	\$3,964.95		
Wheatfield	\$450.00	\$1,209.94		
LIB. IMPROV. RESERVE FUND:			\$91.46	\$345.25
Interest Earned	\$91.46	\$345.25		
Transfer from Operating	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$233.13	\$905.93
Interest Earned	\$233.13	\$905.93		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
ST/HOSPITALITY FUND:-			\$0.00	\$0.00
LEVY EXCESS FUND:-			\$0.00	\$0.00
SALES TAX:-			\$2.33	\$15.60
CONSTRUCTION FUND: (Interest Earned)-			\$35.22	\$156.55
CASH CHANGE FUND			\$0.00	\$60.00
SUB-TOTAL (page 1).....			\$126,959.01	\$301,358.36

WITHHOLDING ACCOUNT FUNDS:

			\$27,894.81	\$108,227.48
FIT Tax Collected	\$8,603.37	\$33,072.34		
FICA Collected	\$5,200.44	\$19,973.51		
State Tax Collected	\$3,430.68	\$13,289.99		
County Tax Collected	\$2,568.38	\$9,816.63		
Deferred Comp Plan	\$2,560.00	\$10,200.00		
Pre-tax Insurance Plans	\$3,032.05	\$12,128.20		
Life Insurance	\$135.16	\$550.64		
PERF	\$2,364.73	\$9,196.17		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$154,853.82	\$409,585.84

Voucher List**Jasper County Public Library****Report Date: From 5/1/2011 To 5/11/2011**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
30324	316	AARON'S LAWN CARE	5/9/2011	Yard Clean Up, Preene Placement, Mowing and Mulching 3/3-4/30/11	\$1,595.00
30325	317	ACE HARDWARE	5/9/2011	Halogen Bulbs, Blank Cover, Caulk, Light Control Disk, Super Glue, Cordless Phone Battery	\$36.47
30326	318	ALLSTATE SIGN & PLAQUE C	5/9/2011	12"x18" Custom Aluminum Handicapped Sign and U Post	\$117.79
30327	319	AMSTERDAM	5/9/2011	Trapezoid Tote with Logo	\$396.97
30328	320	ANGELA BARTON	5/9/2011	Teen Book Prizes, Mileage: Books 2 Bridges, AV Shopping	\$48.48
30329	321	ANTHEM BLUE CROSS BLUE	5/9/2011	Health/Dental Premium-May 2011, 19 employees	\$9,307.62
30330	322	ANTHEM LIFE	5/9/2011	Life Ins. Premium, May 2011	\$103.14
30409	323	BAKER & TAYLOR	5/9/2011	Books, Continuations, AV, Auto. Yours	\$8,926.96
30332	324	BAKER & TAYLOR ENTERTAIN	5/9/2011	DVDs	\$350.44
30333	325	BLOOMFIELD CORPORATION	5/9/2011	Annual Maintenance Agreement for Wh.	\$2,480.00
30334	326	BLUETARP FINANCIAL, INC	5/9/2011	Materials to construct backstops for DVD child collection-Rens. Lib	\$51.69
30335	327	BUYBUTTONPARTS.COM	5/9/2011	Pinback Buttons	\$47.97
30336	328	CAPITAL ONE BANK (USA), NA	5/9/2011	DVDs, CDs, Expenses for AV shopping, Emp. Ann. Gift & Card, Mgmt Mtg Expenses, Children's Supplies, Cleaners, Polish, Children's Book Prize, CD/DVD Dividers, B2B Expenses, Geneology Wksp, SHRM Wksp, Flash Drives, Duster Refill, DeM Wkrm Copier Contract Renewal	\$4,790.94
30337	329	CENTRAL STATES SALES CO	5/9/2011	Small Ceiling Accent Bulbs	\$54.25
30338	330	CULLIGAN OF KOUTS	5/9/2011	Water Cooler Rental - May	\$9.95
30339	331	DAVIDSON TITLES INC.	5/9/2011	Books	\$2,479.07
30340	332	DEMOTTE DECORATIVE STO	5/9/2011	10 yds Red Mulch @ DeM.	\$355.00
	333	DEMOTTE STATE BANK	5/9/2011	Business Deposit Slips	\$80.50
30342	334	DEX	5/9/2011	Qtly Pymt-May, June, & July 2011 White & Yellow page listings	\$87.00
30343	335	DIANA KOOY	5/9/2011	ILF Media Roundtable Expenses	\$8.59
30344	336	DIANE OPOLSKI	5/9/2011	DVD & Mileage: Bank Deposits, Homepage Mtg	\$48.55
30345	337	DUCKWALL-ALCO STORES, IN	5/9/2011	DeMotte Lapsit Program Materials	\$7.99
30346	338	EBSCO PUBLISHING	5/9/2011	Automotive Repair Ref Center, 5/1/11-4/30/12	\$2,500.00
30347	339	EMILY DURAN	5/9/2011	Geneology Conference Expenses, Mileage: Geneology Conference, ILF Conference	\$186.71
30348	340	EDUCATION NETWORKS OF A	5/9/2011	Charge for Internet Access	\$885.00
30349	341	FASE'S WATER TREATMENT	5/9/2011	Redout	\$73.50
30350	342	FASE-KALUF TV & APPLIANCE	5/9/2011	Phone Battery - DeMotte	\$20.19
30351	343	FLEX-PAC INC	5/9/2011	Trash Liners & Gleme Glass Cleaner	\$139.80
30352	344	GAIL EVANS	5/9/2011	Employee Ann Gift Cards & Card & Lysol	\$38.55
30353	345	GAIL EVANS	5/9/2011	Rensselaer Petty Cash: Postage, Push Pins, Grass Seed	\$43.37
30354	346	GALE	5/9/2011	Books, Opposing Viewpoints database & Legal Forms online	\$6,715.81
30355	347	HEARTLAND AG-BUSINESS G	5/9/2011	Antique Tractor Guide, Iron Memories Annual	\$33.00
30356	348	HP PRODUCTS CORP.	5/9/2011	Mop Handle, Brush, Exhaust Filter, Micro Filter, Wringer	\$353.42
30357	349	INFOBASE PUBLISHING	5/9/2011	Business & Personal Forms (print)	\$327.42
30358	350	INTELLIGENT CLEANING SYS	5/9/2011	Neutral Floor Cleaner	\$55.61
30359	351	JASPER COUNTY HISTORICAL	5/9/2011	Vintage Views #18	\$10.00
30360	352	JAMES R. LITTLE	5/9/2011	Mileage: Procure Soffit Material	\$7.65
30361	353	KIRBY RISK CORPORATION	5/9/2011	10 Ballasts	\$177.50
30362	354	KOLORTECH, INC.	5/9/2011	Fluorescent lights	\$200.40

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30363	355	KONE, INC.	5/9/2011	Qtly Elevator Maintenance Agreement	\$477.90
30364	356	LAFAYETTE OFFICE SYSTEM	5/9/2011	1st Qtr Copier mtnc usage-Rens. Lib Bizhub C360	\$395.47
30365	357	LANDMARK AUDIOBOOKS	5/9/2011	Audiobooks	\$684.00
30366	358	LINDA POORTENGA	5/9/2011	Mileage: Mgmt Mtg, Librarian's Council	\$46.41
30367	359	MAGAZINE SUBSCRIPTION SE	5/9/2011	Magazine Subscriptions, Sep-Dec 2011 renewals	\$3,431.93
30368	360	MANUFACTURERS' NEWS, IN	5/9/2011	IN Mfg. Directory-2011	\$147.45
30369	361	MARLENE BEEDLE	5/9/2011	Mileage: Basic Lit. Mtg	\$8.16
30370	362	MELISSA J. WIDNER	5/9/2011	Books	\$35.79
30371	363	MIDWEST TAPE	5/9/2011	DVDs	\$85.94
30372	364	NANCY PHILLIPS	5/9/2011	Expenses for Princess Party	\$6.86
30373	365	NANETTE SPEACHT	5/9/2011	DVDs	\$74.87
30374	366	NICK THOMAS	5/9/2011	Looking Glass Summer Program	\$30.00
30375	367	NORTHWESTERN INDIANA TE	5/9/2011	Telephone, Local Service, May 2011	\$171.65
30405	368	OCLC	5/9/2011	DDC 23 Cataloging 4-volume set	\$359.00
30377	369	OFFICE DEPOT	5/9/2011	Chairmat, Construction Paper, Ink Cartridge, Highlighter	\$134.36
30378	370	OLLIS BOOK CORPORATION	5/9/2011	Books	\$1,646.35
30379	371	PATTY STRINGFELLOW	5/9/2011	Mileage: Board Mtg, ASK Committee, Library Council	\$77.52
30380	372	PEGGY WOODS	5/9/2011	Mileage: Popcorn Pickup, AV Shopping, Post Office, AV Return	\$7.93
30381	373	POPULAR SUBSCRIPTION SE	5/9/2011	Magazine subscriptions-renewals & credits	\$48.75
30382	374	POST TRIBUNE PUBLISHING, I	5/9/2011	Annual Subscription - Wh 5/29/11-5/26/12	\$195.00
30383	375	POSTMASTER	5/9/2011	Stamps: 100-\$.20; 100-\$.28; 100-\$.29; 100-\$.64; 100-\$.75; 100-\$.80; 100-\$.84; 100-\$1.00	\$480.00
30384	376	PRECISION CONTROL SYSTE	5/9/2011	DeM - Replace leaking valve. Linkage kit needed modifications to adapt to actuator, cleaned wire connectors. Ren - Actuator repairs	\$723.57
30385	377	QUILL CORPORATION	5/9/2011	Copy Paper, Ledger Paper, Thermal Cart. Paper, Tape, Correction Tape, Markers, Colored Paper, Post-It, Clips, DVD Case, Rubber Bands	\$178.46
30386	378	RACHAEL CAVINDER	5/9/2011	Mileage: Mgmt Mtg, Bank Deposits, Headstart, School Visits, Book Sales, AV Shopping	\$96.90
30387	379	RCHS SPECIAL EDUCATION C	5/9/2011	Lost Book Returned	\$12.99
30388	380	REBECCA AMALONG	5/9/2011	Mileage: TLC Users Group	\$155.55
30389	381	SILLY SAFARI SHOWS, INC.	5/9/2011	Summer Reading Program	\$960.00
30390	382	SMITH TRUE VALUE FARM ST	5/9/2011	Mulch-Rens. Lib	\$29.90
30391	383	SVT, LLC	5/9/2011	Third Thursday Expenses	\$15.15
30392	384	SUE TOBIAS	5/9/2011	Unbirthday Party Expenses, Mileage: Bank Deposits, ILL, SHRM Seminar, Orientations	\$124.11
30393	385	THE TIMES	5/9/2011	Newspaper Subsc-Wh. Lib, 1 yr	\$221.00
30394	386	TLC HOME IMPROVEMENTS, L	5/9/2011	Plowing and Salting of Rensselaer (2/23-2/25/11)	\$520.00
30395	387	TOWN OF DEMOTTE	5/9/2011	Sewer-April @ DeM.	\$69.80
30396	388	TOWN OF WHEATFIELD SEW	5/9/2011	Sewer @ Wh. Lib-April	\$56.65
30397	389	UNIQUE MANAGEMENT SERVI	5/9/2011	Collections - Initial & Secondary Placements-March 2011	\$205.87
30398	390	UPSTART	5/9/2011	Summer Reading Materials, Staff T-shirts, Ch. Prizes	\$86.00
30399	391	VISION SERVICE PLAN- (IN)	5/9/2011	Vision Premium, 19 employees April 2011	\$200.92
30400	392	WALMART #1618	5/9/2011	Easter Program Expenses, Tuesday Movie Night Expenses, Labeler Tape, DVDs, 3rd Thurs Expenses, Craft Supplies, Children's Supplies, Spring Fest Expenses, Books	\$848.11
30401	393	WASTE MANAGEMENT	5/9/2011	Trash Pick-up @ DeM. April 2011	\$62.66
30402	394	WEST CIRCLE BOOKS	5/9/2011	Books	\$407.83
30403	395	YVONNE DEL VECCHIO	5/9/2011	Mileage: Walking Books, Program Notices	\$54.52
150195	396	ANDREE BUILDERS, INC	5/9/2011	Wheatfield Roof Repairs as per contract of 4/11/11, 50% deposit - Construction Project	\$3,425.00
0	397	ALLIANCE BANK	5/9/2011	EFT Direct Deposit Transaction Fees for April 2011 Payroll	\$36.30

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30406	398	DANIEL J. HETTINGER	5/9/2011	Kaba File Guard Locks and installation on 5 file cabinets-DeM. Lib.	\$870.00
30407	399	VIGO COUNTY PUBLIC LIBRA	5/9/2011	Lost ILL Book (Heart in the Right Place by Carolyn Jourdan)	\$32.95
30408	400	ROBYN ZICKMUND	5/9/2011	Pd Lost Book Returned-Refunded same less processing fees	\$16.95
30410	401	BAKER & DANIELS, LLP	5/9/2011	Consultation HR services	\$102.00
30411	402	CARDINAL OFFICE PRODUCT	5/9/2011	Qtly Maintenance-1/21-4/21/11-DeMotte Workroom copier	\$289.70
30412	403	HERITAGE OFFICE PRODUCT	5/9/2011	Nametags - Widner, Hausenfleck, Rucker	\$33.50
30413	404	MIDAMERICA BOOKS	5/9/2011	Preview Books	\$345.05
30414	405	MOVIE LICENSING USA	5/9/2011	1 yr. Copyright Compliance Site License-DeMotte Library	\$385.00
0	406	ALLIED WASTE SERVICES #71	5/10/2011	Trash Pick-up @ Whtfld Lib, May (Confirm #GBNBZYK3)	\$69.63
0	407	GREAT-WEST RETIREMENT S	5/10/2011	Annuity w/held from 10 May 11 Payroll-7 participants. (Online Confirmation #6BUBRYSG)	\$1,280.00
0	408	INDIANA DEPARTMENT OF RE	5/10/2011	State & County Taxes w/held 10 May 11 Payroll, ref #95646, Verif Code #44	\$5,999.06
0	409	IRS USA TAXPAYMENT	5/10/2011	FICA & Federal Taxes w/held 10 May 11, Ref #94741999	\$9,763.07
0	410	JOSEPH ZELLON	5/10/2011	Courier Mileage-April 16-30, 2011(Online Confirm #5B4B5YG4)	\$306.00
0	411	NIPSCO	5/10/2011	Utilities, Wheatfield 4/1/11-5/3/11	\$1,686.40
0	412	RENSSELAER REPUBLICAN	5/10/2011	Dm. Lib. Newspaper subscription, 5/31/11-5/31/12	\$117.00
0	413	CHICAGO TRIBUNE	5/10/2011	Subscription, 5/12-11/09/11 Daily-DeMotte (Online #1BYBDYT6)	\$149.50
0	414	PAYROLL	5/10/2011	PAYROLL	\$45,014.53
Total Amount of Claims					\$126,649.33

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, May 09, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$126,649.33

Date this 9th day of May, 20 11.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Printed on Monday, May 09, 2011

Page 3 of 3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JUNE

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, June 13, 2011, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of May Board Meeting
Bills/Financial Reports
Policy Review (R 10; R 14)
Nonresident Borrowing Fee (R 15)

General Business

Rensselaer Library Parking Lot (R 15)
Annual Report of Webmaster (R 15)
Donated Art-Rensselaer Library (R 15-R 16)
Wheatfield Library Bond (R 16)
BluRay Format (R 16)

Information
Information
Action
Action
Action

Director's Report (R 16-R 19)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees

6:00 PM

May 9, 2011
Rensselaer Library

Present: Jody Melton, Deana George, Mari Anne Sayler, Janet Umlauf, Janelle Harper, Natalie Waling, Timothy Schultz Jr., Patricia Stringfellow, & Gail Evans.

Executive Session: The library board met in closed session to review employee performance. No other topics were discussed. Regular board meeting convened at 6:10 PM.

Agenda & Consent Agenda Approval: The Consent Agenda and Agenda items, April Board Meeting Minutes, bills/financial reports, Salary Ordinance update with a corrected typo, and genealogy workshop request, were approved on a motion by T. Schultz, seconded by M. Sayler. Motion passed.

Patron Tasks & Devices Policy: A new policy was developed to help both patrons and staff to understand the role of the library when it comes to providing technology assistance. Assisting patrons in the area of technology can be stressful for staff since technology is changing rapidly and staff cannot be knowledgeable about all devices and/or programs. This new policy is designed to clearly state service expectations in the area of patron tasks and devices as they relate to technology. N. Waling moved, seconded by J. Umlauf, to adopt the new Patron Tasks & Devices Policy. Motion was unanimous.

Rensselaer Parking Lot Expansion: Through surveys and in conversation with staff, patrons have indicated that public parking is often inadequate at the Rensselaer Library, especially on busy days and when large groups use the library meeting rooms. We will be restriping the handicap access areas to be van accessible this year and this will result in a loss of two regular parking spaces. The staff parking area is also inadequate as our staff has grown in numbers since the building opened in 1992. Sometimes staff must park in patron parking areas which contributes to the lack of parking spaces for patrons. When the library was designed in 1992, an area on the east side of the library was set aside for future parking. In 2010 P. Stringfellow asked Architect Harry Mohler to provide a preliminary estimate of what it would cost to expand the current parking lot. The estimate came in at approximately \$35,000. We have budgeted \$56,350 in LIRF that is available for this project. The board unanimously approved to continue with the proposed project to expand the parking lot on a motion by T. Schultz, seconded by M. Sayler. P. Stringfellow reported that she planned to work with architect H. Mohler and library attorney Kent Mahnesmith on the project. The Board did not object.

Director's Salary: As per Board and Administration Monthly Tasks, Director Salary for 2012 is determined in open session. The Board did ask how the current Director's salary ranks among libraries of similar size. They requested that P. Stringfellow research this question and direct her findings to J. Melton board president and chair of the Director Evaluation Committee. On a motion by J. Umlauf, seconded by T. Schultz, the director will receive the same percentage increase as the rest of staff as determined by the Board in December. Motion passed.

Wheatfield Wetlands: To date there has been no progress on the berm that the Wheatfield bowling alley is legally obligated to build according to the original drainage plans as noted in the specs for the subdivision. Water from the bowling alley property is entering the south wetland area of the Wheatfield Library. Kevin Sayers (Turning Point Surveying), Vince Urbano (County Drainage Board), Don Myers (Bowling Alley owner), and Jody Melton (KIRPC) will meet to discuss the matter. The county drainage board is taking the lead in this matter. KRBC

Wheatfield Library Roof: The corrections to the Wheatfield roof have been completed by Andree Builders, Inc. They did encounter shingles that were tightly glued down, so shingles cracked and were broken as they were removed to install roof vents on the backside of the roof. They did use

some of the original surplus shingles to complete the job. Andree's quote had originally included soffit repairs that our own maintenance person is doing so when we accepted the quote we noted that that work was to be excluded. The library wrote a check for the total cost of the project as noted in the original quote, so Andree will be refunding the library \$250 for this work completed by the library's maintenance man. A. Andree suggested that when the library is re-shingled that it be a complete tear-off and that it be inspected for any other trouble areas that could be corrected at that time.

Budget Workshop: State Board of Accounts and Indiana State Library's annual budget meeting is on June 1st at 9:30 EST in Indianapolis. Interested board members should contact P. Stringfellow as soon as possible to request a reservation.

Director's Report: We have received \$500 from a Jasper Foundation grant towards the Milroy cabinet. The Giving Circle has given us \$500 and the Friends of the Library gave \$250 for this project as well.

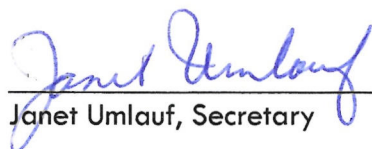
P. Stringfellow contacted the Indiana Historical Society requesting a list of appraisers who might be able to assist with appraising our General Milroy collection. Working from this list P. Stringfellow contacted Donna Einhorn from Einhorn & Brown Valuations. She is very interested in assisting us with this appraisal and has experience in evaluating civil war memorabilia. Her credentials were shared with the Board. P. Stringfellow plans to invite her to see our collection, hear about our needs, and get an idea of costs for her services. We would offer to reimburse her for mileage for this get-acquainted meeting that would include E. Duran, Genealogy Specialist and L. Poortenga, Headquarters Librarian. The Board definitely feels the library should pursue an appraisal of our collection. It is the preference of the Director and Board that Milroy artifacts be appraised on-site.

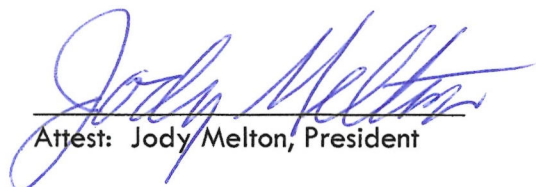
Thunderstorms led to a loss of Internet connectivity at the Wheatfield Library for 5.5 days. Staff were very creative as they continued to provide terrific patron service under difficult conditions. Materials were taken to DeMotte to be discharged. DeMotte staff assisted with morning reports and data entry for manually recorded checkouts from DeMotte. Wheatfield staff performed more reference work since the Internet was down. Some of the Internet patrons traveled to DeMotte for Internet services.

Secretary J. Umlauf read two thank-you notes from K. Delger thanking the board for recognition of her 10 yr anniversary and then for the gift card.

Future Agendas: Rensselaer Parking Lot

Adjournment: With no further matters for discussion D. George moved, seconded by N. Waling, to adjourn at 7:02 PM.


Janet Umlauf, Secretary


Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE
May 2011

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	11	1	0	12
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	19	0	1	20
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	27	3	2	32
Books on CD (DBKCD)	131	3	2	136
Books on Tape (DBKT)	7	0	0	7
Compact Disc (DCD)	327	16	16	359
Digital Audiobooks (DDA)	6	0	0	6
DVD (DDVD)	1400	20	5	1425
Equipment (DEQP)	104	0	2	106
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	30	0	0	30
Fiction (DFIC)	841	42	24	907
Fiction Fantasy (DFICF)	31	1	5	37
Fiction Mystery (DFICM)	92	17	9	118
Fiction New (DFICNEW)	452	15	15	482
Fiction Science Fiction (DFICSF)	13	0	0	13
Fiction Western (DFICW)	20	0	0	20
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	55	0	0	55
Hanging Bags (DHANG)	17	2	0	19
ILL (DILL)	53	0	0	53
Internet (DINTER)	1109	0	0	1109
Juv. Audio book (DJAUDB)	51	0	0	51
Juv. Biography (DJBIO)	39	5	2	46
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	30	0	0	30
Juvenile Easy (DJE)	568	18	2	588
Juv. Easy Non-fiction (DJENF)	27	0	3	30
Juv. Easy Reader (DJER)	385	1	0	386
Juv. Fiction (DJFIC)	434	13	19	466
Juv. Holiday books (DJHOL)	13	0	0	13
Juv. Magazine (DJMAG)	76	0	0	76
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	353	10	8	371
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	104	0	1	105
Large Print Fiction (DLPF)	95	3	7	105

Large Print Nonfic (DLPNF)	9	0	1	10
Magazine (DMAG)	840	21	11	872
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	8	0	1	9
Nonfiction 100 (DNF100)	6	0	4	10
Nonfiction 200 (DNF200)	20	5	1	26
Nonfiction 300 (DNF300)	65	3	1	69
Nonfiction 400 (DNF400)	9	0	0	9
Nonfiction 500 (DNF500)	31	0	1	32
Nonfiction 600 (DNF600)	230	7	21	258
Nonfiction 700 (DNF700)	106	10	1	117
Nonfiction 800 (DNF800)	18	2	0	20
Nonfiction 900 (DNF900)	52	9	8	69
Nonfiction DVD (DNFDVD)	47	1	2	50
Nonfiction (DNFIC)	0	1	0	1
Nonfiction New (DNFNEW)	141	5	2	148
Nonfiction VHS (DNFVHS)	5	2	0	7
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	2	0	1	3
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	35	0	1	36
Software (DSWAR)	52	0	1	53
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	108	2	0	110
YA Audio book (DYAUDB)	16	0	0	16
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	218	5	10	233
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	14	0	0	14
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	15	2	2	19
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	39	0	41
Books on CD (RBKCD)	4	182	2	188
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	3	272	3	278
Digital Audiobooks (RDA)	0	2	0	2
DVD (RDVD)	18	1832	6	1856
Equipment (REQP)	0	95	0	95
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	31	0	31
Fiction (RFIC)	28	643	19	690
Fiction New (RFICNEW)	16	378	22	416
Genealogy (RGENE)	0	2	0	2
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0

Graphic Novels (RGN)	0	108	6	114
Hanging Bag (RHANG)	0	13	0	13
ILL (RILL)	1	74	0	75
Internet (RINTER)	0	1748	0	1748
Juv. Audio book (RJAUDB)	0	21	0	21
Juv. Biography (RJBIO)	1	17	3	21
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	22	0	22
Juvenile Easy (RJE)	5	549	7	561
Juv. Easy Non-fiction (RJENF)	2	73	0	75
Juv. Easy Reader (RJER)	0	151	0	151
Juv. Fiction (RJFIC)	8	502	0	510
Juv. Magazine (RJMAG)	0	15	0	15
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	2	466	6	474
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	1	0	1
Juv. Toddler (RJ TOD)	1	65	1	67
Large Print Fiction (RLPF)	32	190	4	226
Large Print Nonfic (RLPNF)	0	10	0	10
Magazine (RMAG)	1	415	2	418
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	4	0	5
Non-Fiction 100 (RNF100)	0	23	1	24
Non-Fiction 200 (RNF200)	3	47	2	52
Non-Fiction 300 (RNF300)	5	73	4	82
Non-Fiction 400 (RNF400)	0	10	1	11
Non-Fiction 500 (RNF500)	1	17	1	19
Non-Fiction 600 (RNF600)	14	274	26	314
Non-Fiction 700 (RNF700)	4	62	0	66
Non-Fiction 800 (RNF800)	4	19	1	24
Non-Fiction 900 (RNF900)	0	72	3	75
Nonfiction DVD (RNFDVD)	0	101	1	102
Nonfiction (RNFIC)	0	0	2	2
Nonfiction new (RNFNEW)	17	185	8	210
Nonfiction VHS (RNFVHS)	0	15	0	15
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	13	0	13
Software (RSWAR)	0	81	0	81
Vertical File (RVF)	0	2	0	2
VHS (RVHS)	0	31	0	31
YA Audio book (RYAUDB)	0	7	0	7
YA Biography (RYAB)	0	4	0	4
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	17	219	10	246
YA Music CD (RYACD)	6	180	1	187

YA Nonfiction (RYANF)	2	24	0	26
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	4	5	26	35
Books on CD (WBKCD)	1	12	148	161
Books on Tape (WBKT)	1	1	2	4
Compact Disc (WCD)	5	20	339	364
Digital Audiobooks (WDA)	0	0	1	1
DVD (WDVD)	21	10	1455	1486
Equipment (WEQP)	0	0	21	21
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	1	1	25	27
Fiction (WFIC)	27	19	378	424
Fiction Fantasy (WFICF)	3	4	3	10
Fiction Mystery (WFICM)	2	9	90	101
Fiction New (WFICNEW)	44	15	327	386
Fiction Science Fiction (WFICSF)	0	5	8	13
Fiction Western (WFICW)	1	0	4	5
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	20	20
Hanging Bags (WHANG)	0	0	17	17
ILL (WILL)	1	0	30	31
Internet (WINTER)	0	0	878	878
Juv. Audio book (WJAUDB)	4	1	5	10
Juv. Biography (WJBIO)	0	4	10	14
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	1	1
Juv. Compact Disc (WJCD)	0	1	17	18
Juvenile Easy (WJE)	10	4	324	338
Juv. Easy Non-fiction (WJENF)	0	1	63	64
Juv. Easy Reader (WJER)	0	0	132	132
Juv. Fiction (WJFIC)	12	5	315	332
Juv. Magazine (WJMAG)	0	0	33	33
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	8	3	213	224
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	2	0	96	98
Large Print Fiction (WLPF)	17	4	88	109
Large Print Nonfic (WLPNF)	2	1	7	10
Magazine (WMAG)	1	8	331	340
Non-Fiction 000 (WNF000)	0	0	4	4
Non-Fiction 100 (WNF100)	0	4	5	9
Non-Fiction 200 (WNF200)	4	10	7	21
Non-Fiction 300 (WNF300)	1	8	33	42
Non-Fiction 400 (WNF400)	0	0	10	10
Non-Fiction 500 (WNF500)	1	0	29	30
Non-Fiction 600 (WNF600)	14	7	118	139
Non-Fiction 700 (WNF700)	4	7	39	50
Non-Fiction 800 (WNF800)	1	0	5	6
Non-Fiction 900 (WNF900)	4	1	42	47

Nonfiction DVD (WNFDVD)	0	0	59	59
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	14	9	98	121
Nonfiction VHS (WNFVHS)	0	1	3	4
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	3	21	24
Vertical File (WVF)	0	0	1	1
VHS (WVHS)	2	3	72	77
YA Audio book (WYAUSB)	0	0	5	5
YA Biography (WYAB)	0	1	0	1
YA Books on CD (WYABKCD)	0	1	5	6
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	14	5	236	255
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	1	13	14
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	9394	9818	6549	25761

CIRCULATION BY HOLDINGS CODE
June 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	11	1	0	12
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	19	0	1	20
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	33	47	28	108
Books on CD (BKCD)	136	197	152	485
Books on Tape (BKT)	8	1	2	11
Compact Disc (CD)	335	308	358	1001
Digital Audiobooks (DA)	6	2	1	9
DVD (DVD)	1439	1862	1466	4767
Equipment (EQP)	104	95	23	222
See librarian (ERR)	0	0	0	0
Express Book (EXP)	31	32	25	88
Fiction (FIC)	896	704	421	2021
Fiction Fantasy (FICF)	34	5	8	47
Fiction Mystery (FICM)	94	26	99	219
Fiction New (FICNEW)	512	408	364	1284
Fiction Science Fiction (FICSF)	13	5	8	26
Fiction Western (FICW)	21	0	4	25

Genealogy (GENE)	0	2	0	2
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	55	108	26	189
Hanging Bags (HANG)	17	15	17	49
ILL (ILL)	55	74	30	159
Internet (INTR)	1109	1748	878	3735
Juv. Audio book (JAUDB)	55	22	5	82
Juv. Biography (JBIO)	40	26	15	81
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	1	1
Juv. Compact Disc (JCD)	30	23	17	70
Juvenile Easy (JE)	583	571	333	1487
Juv. Easy Non-Fiction (JENF)	29	74	66	169
Juv. Easy Reader (JER)	385	152	132	669
Juv. Fiction (JFIC)	454	520	334	1308
Juv. Holiday (JHOL)	13	0	0	13
Juv. Magazine (JMAG)	76	15	33	124
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	363	479	227	1069
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	1	1	2
Juv. Toddler (JTOD)	107	65	98	270
Large Print Fiction (LPF)	144	197	99	440
Large Print Nonfic (LPNF)	11	11	8	30
Magazine (MAG)	842	444	344	1630
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	9	4	5	18
Non-Fiction 100 (NF100)	6	27	10	43
Non-Fiction 200 (NF200)	27	62	10	99
Non-Fiction 300 (NF300)	71	84	38	193
Non-Fiction 400 (NF400)	9	10	11	30
Non-Fiction 500 (NF500)	33	17	31	81
Non-Fiction 600 (NF600)	258	288	165	711
Non-Fiction 700 (NF700)	114	79	40	233
Non-Fiction 800 (NF800)	23	21	6	50
Non-Fiction 900 (NF900)	56	82	53	191
Non-Fiction DVD (NFDVD)	47	102	62	211
Nonfiction (NFIC)	0	1	4	5
Nonfiction New (NFNEW)	172	199	108	479
Nonfiction VHS (NFVH)	5	18	3	26
Oversize (OVER)	1	0	0	1
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	2	0	1	3
Reference (REF)	41	72	28	141
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	35	13	1	49
Software (SWAR)	52	84	22	158
Vertical File (VF)	0	2	1	3

VHS	110	36	72	218
YA Audio book (YAUDB)	16	7	5	28
YA Biography (YAB)	1	5	0	6
YA Books on CD (YABKCD)	0	1	5	6
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	249	229	256	734
YA Music CD (YACD)	6	180	1	187
YA Nonfiction (YANF)	16	25	13	54
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	15	2	2	19
				0
Free reads	390	360	120	870
Games/Puzzles	15	29	0	44
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	9840	10279	6697	26816

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2150	1739	1150	5039
Nonfiction	954	1093	576	2623
CHILDREN'S BOOKS				
Fiction	1559	1309	898	3766
Nonfiction	447	580	310	1337
YA BOOKS				
Fiction	305	337	282	924
Nonfiction	17	30	13	60
Magazines, Adult	842	444	344	1630
Magazines, Children	76	15	33	124
Sound Recordings, adult	501	516	523	1540
Sound Recordings, ch	108	240	41	389
Online databases	0	0	0	0
Software	52	84	22	158
Vertical file	0	2	1	3
VHS/DVD	1601	2018	1603	5222
Equipment	104	95	23	222
Total	8716	8502	5819	23037
A-V Circulation	2262	2858	2189	7309
A-V Circulation as % of total	26.0%	33.6%	37.6%	31.7%

May 2011

DEMOTTE			RENSSELAER			WHEATFIELD			Total Circ.
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	
1	1	1	1	1	1	1	1	1	3
2	2	2	2	2	2	2	2	2	6
3	3	3	3	3	3	3	3	3	9
4	4	4	4	4	4	4	4	4	12
5	5	5	5	5	5	5	5	5	15
6	6	6	6	6	6	6	6	6	18
7	7	7	7	7	7	7	7	7	21
8	8	8	8	8	8	8	8	8	24
9	9	9	9	9	9	9	9	9	27
10	10	10	10	10	10	10	10	10	30
11	11	11	11	11	11	11	11	11	33
12	12	12	12	12	12	12	12	12	36
13	13	13	13	13	13	13	13	13	39
14	14	14	14	14	14	14	14	14	42
15	15	15	15	15	15	15	15	15	45
16	16	16	16	16	16	16	16	16	48
17	17	17	17	17	17	17	17	17	51
18	18	18	18	18	18	18	18	18	54
19	19	19	19	19	19	19	19	19	57
20	20	20	20	20	20	20	20	20	60
21	21	21	21	21	21	21	21	21	63
22	22	22	22	22	22	22	22	22	66
23	23	23	23	23	23	23	23	23	69
24	24	24	24	24	24	24	24	24	72
25	25	25	25	25	25	25	25	25	75
26	26	26	26	26	26	26	26	26	78
27	27	27	27	27	27	27	27	27	81
28	28	28	28	28	28	28	28	28	84
29	29	29	29	29	29	29	29	29	87
30	30	30	30	30	30	30	30	30	90
31	31	31	31	31	31	31	31	31	93
32	32	32	32	32	32	32	32	32	96
33	33	33	33	33	33	33	33	33	99
34	34	34	34	34	34	34	34	34	102
35	35	35	35	35	35	35	35	35	105
36	36	36	36	36	36	36	36	36	108
37	37	37	37	37	37	37	37	37	111
38	38	38	38	38	38	38	38	38	114
39	39	39	39	39	39	39	39	39	117
40	40	40	40	40	40	40	40	40	120
41	41	41	41	41	41	41	41	41	123
42	42	42	42	42	42	42	42	42	126
43	43	43	43	43	43	43	43	43	129
44	44	44	44	44	44	44	44	44	132
45	45	45	45	45	45	45	45	45	135
46	46	46							

[illegible]

WHEATFIELD

47,200

-3.1%

% change

-7.7%

-8.5%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
20,250	20,327	11,534	11,594	12,429	12,446
18,732	18,793	19,931	20,094	9,945	9,853
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
13,725	13,746	11,451	11,489	9,828	9,881
9,062	9,047	6,261	6,268	5,358	5,378
					Fiction
					Nonfiction
					YA BOOKS
2,022	2,038	2,384	2,423	2,113	2,136
503	505	703	707	196	198
					Fiction
					Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,950	2,950	3,441	3,441	3,326	3,326 Sound Rec/Adult
656	683	299	312	694	697 Sound Rec/Child
25	19	28	29	4	7 Online Databases
364	364	355	355	181	181 Software
2	1			4	4 Vertical Files
3,606	3,606	5,099	5,099	3,035	3,036 VHS/DVD
118	118	142	142	57	57 Equipment
72,015	72,197	61,648	61,973	47,170	47,200 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
May 2011

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	261	57	214	46	301	65	776	168
LOCAL HISTORY								
In person	4	1	6	2	2	1	12	3
Letters written	2	2	3	3	0	0	5	5
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1109	46	1748	73	878	37	3735	156
Computer software used	203	17	150	13	92	8	445	37
VCR Use	0	0	0	0	0	0	0	0
Microforms	7	1	9	1	0	0	16	2
CD ROM/Online databases	183	15	329	27	126	11	638	53
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	1	0	42	14	24	8	67	22
OTHER LIBRARY SERVICES USED								
Outreach activities	31	31	6	4	0	0	37	25
Notarized documents	4	1	7	2	1	0	12	3
Meeting Room Use (no. of group)	37	12	48	16	4	1	89	30
Study room use	18	2	9	1	30	3	57	5
Proctoring	4	2	1	1	0	0	5	3
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	5	5	0	0	5	30
IN-HOUSE USE ITEMS	78		375		122		575	
WIRELESS USE via patron owned pcs	261		413		157		831	
SELF-CHECKOUT USE	276		1062		488		1826	
INTERLIBRARY LOANS								
Requests made for:	44	11	84	21	40	10	168	42
Items rec'd for:	41	21	72	36	28	14	141	71
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8465	8507	4776	21748
Non-resident, paying	1	4	0	5
PLAC card users	0	4	0	4
Reciprocal borrowers	404	435	88	927
Number of New Patrons Added	51	39	39	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	11	66	22	132	11	66	44	264
Number attending	797		897		1109		2803	
YA Programs (14-17)	2	12	2	12	1	6	5	30
Number attending	570		30		531		1131	
Adult Programs	2	12	3	18	0	0	5	30
Number attending	147		83		54		284	
Senior Citizen Programs	6	36	4	24	3	18	13	78
Number attending	34		47		17		98	
Total Number of Programs	21	126	31	186	15	90	67	402
Total Persons Attending	1548		1057		1711		4316	
Total Attending Same Month Last '	1121		1330		1117		3568	
Total Staff Hours Spent		345		450		247	1041	1056
Total Number of In-House Program	13		27		9		49	
Total Attendance	866		378		104		1348	
Total Number of Outreach Program	8		4		6		18	
Total Attendance	682		679		1607		2968	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6214	71.5%	4917	58.1%	3964	68.5%	15095	65.8%
Corporate	5	0.1%	51	0.6%	0	0.0%	56	0.2%
Juvenile 0-11	198	2.3%	361	4.3%	99	1.7%	658	2.9%
Juvenile-AV	1188	13.7%	1196	14.1%	756	13.1%	3140	13.7%
Nonresident No Fee	59	0.7%	114	1.3%	120	2.1%	293	1.3%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	33	0.4%	0	0.0%	33	0.1%
Reciprocal Adult	242	2.8%	358	4.2%	84	1.5%	684	3.0%
Reciprocal Juvenile	0	0.0%	18	0.2%	0	0.0%	18	0.1%
Reciprocal Juvenile AV	1	0.0%	20	0.2%	5	0.1%	26	0.1%
Reciprocal YA	3	0.0%	16	0.2%	3	0.1%	22	0.1%
Reciprocal YA AV	0	0.0%	8	0.1%	0	0.0%	8	0.0%
School	0	0.0%	4	0.0%	0	0.0%	4	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	7	0.1%	0	0.0%	7	0.0%
Staff	436	5.0%	778	9.2%	465	8.0%	1679	7.3%
Walking books	70	0.8%	71	0.8%	0	0.0%	141	0.6%
YA 12-17	57	0.7%	48	0.6%	10	0.2%	115	4.2%
YA-AV	217	2.5%	459	5.4%	285	4.9%	961	4.2%
Total	8690		8459		5791		22940	
All items borrowed by nonresidents	305	3.5%	578	6.8%	212	3.7%	1095	4.8%

Internet Use and Safety Policy

Jasper County Public Library (JCPL) multi-use workstations provide access to the Internet, digital information, online catalog and Microsoft Office software.

The Internet contains a wide variety of material and opinions. Some websites contain material that may be inaccurate, defamatory, illegal or offensive to some people. Users are responsible for determining that the information they access is reliable and suited to their needs.

JCPL staff will identify on its homepage selected, particularly useful, websites. They stand ready to guide patrons in finding reliable information on the Internet. JCPL has no control over material residing on the Internet and specifically denies any responsibility for the accuracy or quality of information obtained there.

Privacy/confidentiality: The library cannot guarantee the confidentiality of personal information transmitted over the Internet. Users should closely guard personal information, credit card numbers, passwords, and other types of authorizations when on the Internet. Parents should instruct their children NEVER to give out personal information (name, address, phone number, etc.) online.

Children and the Internet: Children ages 16 and under must have parental permission to use the Internet or view materials on the Internet. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should educate their children to be responsible Internet users. Even though an Internet filter is active on Internet workstations, parents should realize a filter is only partially effective and monitor their children's use of the Internet. The Library staff cannot determine what a parent will consider appropriate for his/her child. As a part of its Internet and Safety Use Policy the Library highly recommends that parents read Keeping Kids Safer on the Internet, a publication available on the Internet. The library strongly recommends that parents use the Internet access services provided by the library with their children and that the parents provide appropriate supervision.

Online catalog computers give access through the Internet to INSPIRE and other online databases. Branches with Genealogy computers allow access to the Internet for genealogical research. Genealogy computers/printers/scanners are accessible to all patrons 6th grade and older. Parental consent is not required for minors.

Individuals Using Their Own Equipment: Wireless Internet access is available at all JCPL locations. Patrons are welcome to bring laptop computers into each of our branches; however, patrons must provide their own wireless network cards that are compatible with 802.11g standard. Technical support is not available for personal laptops. **Individuals using their own equipment remain subject to the terms of this policy.** Patrons need to be aware that wireless networks are inherently insecure and it is strongly recommended that they secure their computers.

Rules for Usage: JCPL has the right to set and enforce rules concerning the use of the Internet and to change those rules at any time, without notice. **The All users, regardless of age, is** are expected to abide by the following rules:

1. Some material on the Internet is abusive, profane, sexually-oriented or illegal. Accessing these materials from library computers is inappropriate and prohibited. Examples of inappropriate conduct include but are not limited to:
 - use of the Internet for illegal purposes
 - use of the Internet to send or display sexually explicit or sexually suggestive materials
 - use of the Internet to send unsolicited commercial material or spam
 - engaging in harassing behavior such as sending or posting slanderous, sexual, threatening or patently offensive messages
 - activities that could interfere with or disrupt computer users, services, or equipment
2. All communications and information accessible via the Internet should be assumed to be private property. Copyright restrictions and licensing agreements may not be violated.
3. The Library uses Internet filtering software. Federal law requires that everyone age 16 and under use the filtering software. Parents may not authorize filter disabling for their children. Adults may request that the filter be disabled for their own personal use.
4. Because the library is a public place, staff members have the authority to end an Internet session when the Internet Use Policy is violated. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice, for violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Internet Use Policy.
5. Use of the Internet by both patrons and staff may be monitored.
6. The Library reserves the right to limit the amount of time users may spend online.

In consideration for the privilege of using JCPL's Internet access, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the Internet.

Internet Use Policy (for employees)

The Internet Use Policy, as stated above, applies to both patrons and employees.

The following additional provisions apply specifically to employees.

All workplace technology--telephone systems, computers, email & voice mail systems, etc., are business equipment owned by JCPL. All communications and activities conducted on company-owned equipment are the property of the library. Employees should have no expectation of privacy when using library-owned equipment.

Passwords used by employees prevent unauthorized access by other employees but should not be construed as creating an expectation of privacy from authorized access for monitoring purposes.

Employees violating library policy with regard to use of workplace technology will be disciplined.

Blogging and social web sites have become a part of our professional and personal lives. On or off the job, employees are considered emissaries and ambassadors of our organization. When communicating in a public forum, such as a blog, social networking site, or other Internet forum employees should strictly avoid revealing any confidential information and take care to avoid injuring or disparaging the library, its products, or services.

2/96; reviewed 6/09; revised 6/10; revised 6/11

AUDIOVISUAL EQUIPMENT LOAN POLICY

This policy applies to all A-V equipment available for loan except the LCD Projector, which has a separate policy for its use by patrons.

1. All audiovisual equipment available for loan may be borrowed for a period of 24 hours only unless special arrangements have been made through the agency librarian.
2. All equipment, that will be used outside of the library requires a \$10 deposit and a \$2.00 per day fee, excluding days the library is closed. The deposit will be returned when the equipment is returned undamaged. The organization or individual is responsible for replacement or repair cost of item beyond normal wear, as determined by staff. An additional fine of \$2.00 per day will be applied for equipment returned after the agreed upon time.
3. No fee will be charged for use of equipment ~~in~~ inside the library.
4. Persons borrowing equipment must be at least 18 years of age and be a cardholder in good standing.
5. ~~FINES: A fine of \$2.00 per day will be assessed for equipment returned after the agreed upon time.~~
6. All employees and board members of JCPL are exempt from paying any fees, deposits or fines, but they are responsible for repair or replacement costs of any item beyond normal wear.

5/94; 4/07; 6/09; revised 6/11

JCPL FINANCIAL STATEMENT

May 31, 2011

F1

	<u>Beginning 2011 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$658,796.81	\$155,034.62	\$773,722.23	\$247,733.64	\$541,848.34	\$426,922.92
Includes Investments of:						
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$6,786.28	\$1,182.89	\$2,486.68	\$1,527.50	\$7,287.83	\$11,587.43
DeMotte	\$1,694.92	\$742.50	\$1,072.18	\$515.00	\$1,100.44	\$1,723.18
Rensselaer	\$3,898.84	\$225.42	\$723.81	\$912.50	\$4,877.45	\$8,052.48
Wheatfield	\$1,192.52	\$214.97	\$690.69	\$100.00	\$1,309.94	\$1,811.77
Library Improvement Reserve Fund	\$215,110.13	\$0.00	\$0.00	\$85.59	\$430.84	\$215,540.97
Includes Investments of:						
Bond & Interest Redemption Fund	\$179,021.25	\$0.00	\$156,640.00	\$68,254.25	\$68,254.25	\$90,635.50
Includes Investments of \$0.00						
Rainy Day Fund	\$303,858.32	\$0.00	\$0.00	\$0.00	\$0.00	\$303,858.32
Includes Investments of \$250,000.00						
State Technology Fund G	\$9,655.00	\$885.00	\$4,425.00	\$0.00	\$0.00	\$5,230.00
Capital Projects Fund	\$1,006,019.73	\$0.00	\$7,710.00	\$51,739.15	\$52,645.08	\$1,050,954.81
Includes Investments of \$1,000,000.00						
Post/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$89,451.93	\$0.00	\$0.00	\$0.00	\$0.00	\$89,451.93
Sales Tax	\$20.81	\$0.00	\$0.00	\$0.21	\$15.81	\$36.62
Construction Fund	\$178,638.84	\$3,425.00	\$6,850.00	\$282.54	\$439.09	\$172,227.93
Includes Investments of \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$60.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,870.62	\$40,942.96	\$7,870.62	\$40,942.96	\$0.00
FICA Tax Collected	\$0.00	\$4,880.21	\$24,853.72	\$4,880.21	\$24,853.72	\$0.00
State Tax Collected	\$3,431.56	\$3,430.68	\$16,741.96	\$3,255.93	\$16,545.92	\$3,235.52
County Tax Collected	\$2,416.10	\$2,568.38	\$12,232.68	\$2,389.20	\$12,205.83	\$2,389.25
Deferred Comp.	\$0.00	\$2,560.00	\$12,760.00	\$2,560.00	\$12,760.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,032.05	\$15,160.32	\$3,032.05	\$15,160.25	(\$0.07)
Employee Life Insur.	\$0.00	\$135.16	\$685.80	\$135.16	\$685.80	\$0.00
Employee P.E.R.F.	\$6,609.66	\$0.00	\$13,441.10	\$2,237.51	\$11,433.68	\$4,602.24
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,660,076.42	\$185,004.61	\$1,088,702.45	\$395,983.56	\$805,569.40	\$2,376,943.37

Bank Balances
Jasper County Public Library
Report as of: 5/31/2011

<i>Bank</i>		
1	Alliance Bank	\$722,632.38
2	Demotte State Bank	\$16,272.09
3	Alliance Bank-LIRF Acct	\$215,540.97
5	Cash On Hand	\$270.00
6	Alliance Bank-Construction Ckg.	\$172,227.93
7	Rensselaer Banking Ctr CD#400041737/400042127	\$500,000.00
8	Rensselaer Banking Ctr CD#400042716	\$750,000.00
9		
10		
11		

Total all banks = \$2,376,943.37

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
8/5/2011	400042127	Rensselaer Banking Ctr.	12 mon	\$500,000.00	1.80%	CPF	8/5/2010		
5/31/2012	400042716	Kentland Bank	12 mon	\$500,000.00	1.35%	CPF	5/31/2011		
5/31/2012	400042716	Kentland Bank	12 mon	\$250,000.00	1.35%	Rainy Day	5/31/2011		

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:

\$0.00

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
4/11/2011	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$3.70	Reimbursed for Office supply purchase, Quill A/P #282, A/R #165
5/23/2011	100 OPERATING FUND	3.24 PROFESSIONAL MEETINGS	\$30.00	Partial Refund on Cancelled Mtg. Reservation-A/P #256 & A/R #250
4/11/2011	100 OPERATING FUND	3.93 TAXES & ASSESSMENTS	\$0.58	Reimbursed for Sales Tax charged - A/P#289-SVT
2/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Refund on Lost Bk Pd & Found - A/P#102 (Sirk)-1/15/11
3/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.99	Refund on Lost Bk Pd & Found - A/P#184 (Forbes)-2/7/11
3/26/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	Refund on Lost Bk Pd & Found - A/P#3123, 3/26/11
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	refund on Lost Bk Pd & Found - A/P#248, 3/12/11 (Vandeermolen)
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	refund on Lost Bk Pd & Found - A/P#268, 3/17/11(Fitzpatrick)
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Refund on Lost Bk Pd & Found - A/P#286, 3/9/11(Streveler)
5/9/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	refund on Lost Bk Pd & Found - A/P#379, 3/9/11
5/9/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.95	refund on Lost Bk Pd & Found - A/P#400 3/7/11
1/3/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$149.90	Encumbered per Board Mtg Approval, 12/29/10

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$302.07

*Appropriation Report for***100 OPERATING FUND***Jasper County Public Library**Report Date: From 5/1/2011 To 5/31/2011*

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$57,866.00	\$0.00	\$57,866.00	\$4,822.14	\$24,063.03	\$33,802.97	41.6
1.12 SALARY OF ASSISTANTS	\$1,010,295.00	\$0.00	\$1,010,295.00	\$79,340.33	\$404,780.14	\$605,514.86	40.1
1.13 WAGES OF JANITORS	\$54,774.00	\$0.00	\$54,774.00	\$5,247.60	\$26,209.84	\$28,564.16	47.9
1.21 EMPLOYER'S SHARE-FICA	\$85,905.00	\$0.00	\$85,905.00	\$6,607.81	\$33,651.63	\$52,253.37	39.2
1.22 UNEMPLOYMENT COMPENSATION	\$4,658.00	\$0.00	\$4,658.00	\$0.00	\$1,695.00	\$2,963.00	36.4
1.23 EMPLOYER'S CONTRIB. - PERF	\$71,267.00	\$0.00	\$71,267.00	\$0.00	\$35,216.51	\$36,050.49	49.4
1.24 EMPLOYER'S CONTRIB. - INS.	\$100,029.00	\$0.00	\$100,029.00	\$6,653.95	\$33,256.08	\$66,772.92	33.2
Subtotal	\$1,384,794.00		\$1,384,794.00	\$102,671.83	\$558,872.23	\$825,921.77	40.4
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$325.00	\$0.00	\$325.00	\$0.00	\$349.36	(\$24.36)	107.5
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$7,500.00	\$3.70	\$7,503.70	\$482.97	\$2,110.68	\$5,393.02	28.1
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$272.73	\$1,383.93	\$4,616.07	23.1
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$725.02	\$2,085.09	\$4,114.91	33.6
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$848.30	\$1,022.89	(\$22.89)	102.3
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$19.38	\$65.74	\$134.26	32.9
2.33 REPAIR PARTS	\$700.00	\$0.00	\$700.00	\$177.50	\$723.78	(\$23.78)	103.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$13,400.00	\$0.00	\$13,400.00	\$197.13	\$2,473.03	\$10,926.97	18.5
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
Subtotal	\$35,825.00	\$3.70	\$35,828.70	\$2,723.03	\$10,214.50	\$25,614.20	28.5
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$102.00	\$102.00	\$4,898.00	2.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,065.00	\$0.00	\$5,065.00	\$990.00	\$1,872.00	\$3,193.00	37.0
3.21 TELEPHONE	\$4,000.00	\$0.00	\$4,000.00	\$429.41	\$1,125.97	\$2,874.03	28.1
3.22 POSTAGE	\$4,000.00	\$0.00	\$4,000.00	\$519.00	\$786.39	\$3,213.61	19.7
3.23 MILEAGE	\$22,000.00	\$0.00	\$22,000.00	\$1,370.19	\$5,843.95	\$16,156.05	26.6
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$30.00	\$8,030.00	\$166.45	\$2,589.22	\$5,440.78	32.2
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$193.91	\$516.44	\$983.56	34.4
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$0.00	\$0.00	\$35,400.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$215.73	\$784.27	21.6
3.33 MARKETING ADVERTISING	\$1,000.00	\$0.00	\$1,000.00	\$396.97	\$834.73	\$165.27	83.5
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$0.00	\$200.00	(\$50.00)	133.3
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$11,287.00	\$14,713.00	43.4
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$1,652.62	\$13,915.78	\$36,084.22	27.8
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$5,555.76	\$27,024.71	\$42,975.29	38.6
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$83.50	\$503.70	\$1,496.30	25.2
3.54 WASTE DISPOSAL SERVICES	\$5,100.00	\$0.00	\$5,100.00	\$476.19	\$2,264.05	\$2,835.95	44.4
3.61 BUILDING & STRUCTURES	\$47,320.00	\$0.00	\$47,320.00	\$2,423.57	\$21,328.69	\$25,991.31	45.1
3.62 EQUIPMENT REPAIRS	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$174.00	\$1,026.00	14.5
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$180.75	\$69.25	72.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.91 DUES	\$2,220.00	\$0.00	\$2,220.00	\$0.00	\$2,112.97	\$107.03	95.2
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.58	\$325.58	\$0.00	\$0.59	\$324.99	0.2
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$125.00	\$117.89	\$242.89	\$29.94	\$137.29	\$105.60	56.5
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$91,563.00	\$0.00	\$91,563.00	\$3,885.30	\$24,898.94	\$66,664.06	27.2
Subtotal	\$433,338.00	\$148.47	\$433,486.47	\$18,284.76	\$117,914.90	\$315,571.57	27.2
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$11,625.00	\$0.00	\$11,625.00	\$987.79	\$1,919.78	\$9,705.22	16.5
4.51 BOOKS	\$147,000.00	\$0.00	\$147,000.00	\$16,978.11	\$45,866.71	\$101,133.29	31.2
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$4,163.18	\$13,350.47	\$8,649.53	60.7
4.53 NONPRINTED MATERIALS	\$78,500.00	\$149.90	\$78,649.90	\$12,650.92	\$25,523.64	\$53,126.26	32.5
Subtotal	\$259,125.00	\$149.90	\$259,274.90	\$34,780.00	\$86,660.60	\$172,614.30	33.4
Grand Total	\$2,113,082.00	\$302.07	\$2,113,384.07	\$158,459.62	\$773,662.23	\$1,339,721.84	36.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List
Jasper County Public Library
Report Date: From 5/1/2011 To 5/31/2011

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
30324	316	AARON'S LAWN CARE	5/9/2011	Yard Clean Up, Preene Placement, Mowing and Mulching 3/3-4/30/11	\$1,595.00
30325	317	ACE HARDWARE	5/9/2011	Halogen Bulbs, Blank Cover, Caulk, Light Control Disk, Super Glue, Cordless Phone Battery	\$36.47
30326	318	ALLSTATE SIGN & PLAQUE C	5/9/2011	12"x18" Custom Aluminum Handicapped Sign and U Post	\$117.79
30327	319	AMSTERDAM	5/9/2011	Trapezoid Tote with Logo	\$396.97
30328	320	ANGELA BARTON	5/9/2011	Teen Book Prizes, Mileage: Books 2 Bridges, AV Shopping	\$48.48
30329	321	ANTHEM BLUE CROSS BLUE	5/9/2011	Health/Dental Premium-May 2011, 19 employees	\$9,307.62
30330	322	ANTHEM LIFE	5/9/2011	Life Ins. Premium, May 2011	\$103.14
30409	323	BAKER & TAYLOR	5/9/2011	Books, Continuations, AV, Auto. Yours	\$8,926.96
30332	324	BAKER & TAYLOR ENTERTAIN	5/9/2011	DVDs	\$350.44
30333	325	BLOOMFIELD CORPORATION	5/9/2011	Annual Maintenance Agreement for Wh.	\$2,480.00
30334	326	BLUETARP FINANCIAL, INC	5/9/2011	Materials to construct backstops for DVD child collection-Rens. Lib	\$51.69
30335	327	BUYBUTTONPARTS.COM	5/9/2011	Pinback Buttons	\$47.97
30336	328	CAPITAL ONE BANK (USA), NA	5/9/2011	DVDs, CDs, Expenses for AV shopping, Emp. Ann. Gift & Card, Mgmt Mtg Expenses, Children's Supplies, Cleaners, Polish, Children's Book Prize, CD/DVD Dividers, B2B Expenses, Genealogy Wksp, SHRM Wksp, Flash Drives, Duster Refill, DeM Wkrm Copier Contract Renewal	\$4,790.94
30337	329	CENTRAL STATES SALES CO	5/9/2011	Small Ceiling Accent Bulbs	\$54.25
30338	330	CULLIGAN OF KOUTS	5/9/2011	Water Cooler Rental - May	\$9.95
30339	331	DAVIDSON TITLES INC.	5/9/2011	Books	\$2,479.07
30340	332	DEMOTTE DECORATIVE STO	5/9/2011	10 yds Red Mulch @ DeM.	\$355.00
	333	DEMOTTE STATE BANK	5/9/2011	Business Deposit Slips	\$80.50
30342	334	DEX	5/9/2011	Qtly Pymt-May, June, & July 2011 White & Yellow page listings	\$87.00
30343	335	DIANA KOOY	5/9/2011	ILF Media Roundtable Expenses	\$8.59
30344	336	DIANE OPOLSKI	5/9/2011	DVD & Mileage: Bank Deposits, Homepage Mtg	\$48.55
30345	337	DUCKWALL-ALCO STORES, IN	5/9/2011	DeMotte Lapsit Program Materials	\$7.99
30346	338	EBSCO PUBLISHING	5/9/2011	Automotive Repair Ref Center, 5/1/11-4/30/12	\$2,500.00
30347	339	EMILY DURAN	5/9/2011	Genealogy Conference Expenses, Mileage: Genealogy Conference, ILF Conference	\$186.71
30348	340	EDUCATION NETWORKS OF A	5/9/2011	Charge for Internet Access	\$885.00
30349	341	FASE'S WATER TREATMENT	5/9/2011	Redout	\$73.50
30350	342	FASE-KALUF TV & APPLIANCE	5/9/2011	Phone Battery - DeMotte	\$20.19
30351	343	FLEX-PAC INC	5/9/2011	Trash Liners & Glem Glass Cleaner	\$139.80
30352	344	GAIL EVANS	5/9/2011	Employee Ann Gift Cards & Card & Lysol	\$38.55
30353	345	GAIL EVANS	5/9/2011	Rensselaer Petty Cash: Postage, Push Pins, Grass Seed	\$43.37
30354	346	GALE	5/9/2011	Books, Opposing Viewpoints database & Legal Forms online	\$6,715.81
30355	347	HEARTLAND AG-BUSINESS G	5/9/2011	Antique Tractor Guide, Iron Memories Annual	\$33.00
30356	348	HP PRODUCTS CORP.	5/9/2011	Mop Handle, Brush, Exhaust Filter, Micro Filter, Wringer	\$353.42
30357	349	INFOBASE PUBLISHING	5/9/2011	Business & Personal Forms (print)	\$327.42
30358	350	INTELLIGENT CLEANING SYS	5/9/2011	Neutral Floor Cleaner	\$55.61
30359	351	JASPER COUNTY HISTORICAL	5/9/2011	Vintage Views #18	\$10.00
30360	352	JAMES R. LITTLE	5/9/2011	Mileage: Procure Soffit Material	\$7.65
30361	353	KIRBY RISK CORPORATION	5/9/2011	10 Ballasts	\$177.50
30362	354	KOLORTECH, INC.	5/9/2011	Fluorescent lights	\$200.40

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30363	355	KONE, INC.	5/9/2011	Qtly Elevator Maintenance Agreement	\$477.96
30364	356	LAFAYETTE OFFICE SYSTEM	5/9/2011	1st Qtr Copier mtnc usage-Rens. Lib Bizhub C360	\$395.47
30365	357	LANDMARK AUDIOBOOKS	5/9/2011	Audiobooks	\$684.00
30366	358	LINDA POORTENGA	5/9/2011	Mileage: Mgmt Mtg, Librarian's Council	\$46.41
30367	359	MAGAZINE SUBSCRIPTION SE	5/9/2011	Magazine Subscriptions, Sep-Dec 2011 renewals	\$3,431.93
30368	360	MANUFACTURERS' NEWS, IN	5/9/2011	IN Mfg. Directory-2011	\$147.45
30369	361	MARLENE BEEDLE	5/9/2011	Mileage: Basic Lit. Mtg	\$8.16
30370	362	MELISSA J. WIDNER	5/9/2011	Books	\$35.79
30371	363	MIDWEST TAPE	5/9/2011	DVDs	\$85.94
30372	364	NANCY PHILLIPS	5/9/2011	Expenses for Princess Party	\$6.86
30373	365	NANETTE SPEACHT	5/9/2011	DVDs	\$74.87
30374	366	NICK THOMAS	5/9/2011	Looking Glass Summer Program	\$30.00
30375	367	NORTHWESTERN INDIANA TE	5/9/2011	Telephone, Local Service, May 2011	\$171.65
30405	368	OCLC	5/9/2011	DDC 23 Cataloging 4-volume set	\$359.00
30377	369	OFFICE DEPOT	5/9/2011	Chairmat, Construction Paper, Ink Cartridge, Highlighter	\$134.36
30378	370	OLLIS BOOK CORPORATION	5/9/2011	Books	\$1,646.35
30379	371	PATTY STRINGFELLOW	5/9/2011	Mileage: Board Mtg, ASK Committee, Library Council	\$77.52
30380	372	PEGGY WOODS	5/9/2011	Mileage: Popcorn Pickup, AV Shopping, Post Office, AV Return	\$7.93
30381	373	POPULAR SUBSCRIPTION SE	5/9/2011	Magazine subscriptions-renewals & credits	\$48.75
30382	374	POST TRIBUNE PUBLISHING, I	5/9/2011	Annual Subscription - Wh 5/29/11-5/26/12	\$195.00
30383	375	POSTMASTER	5/9/2011	Stamps: 100-\$.20; 100-\$.28; 100-\$.29; 100-\$.64; 100-\$.75; 100-\$.80; 100-\$.84; 100-\$1.00	\$480.00
30384	376	PRECISION CONTROL SYSTE	5/9/2011	DeM - Replace leaking valve. Linkage kit needed modifications to adapt to actuator, cleaned wire connectors. Ren - Actuator repairs	\$723.57
30385	377	QUILL CORPORATION	5/9/2011	Copy Paper, Ledger Paper, Thermal Cart. Paper, Tape, Correction Tape, Markers, Colored Paper, Post-It, Clips, DVD Case, Rubber Bands	\$178.46
30386	378	RACHAEL CAVINDER	5/9/2011	Mileage: Mgmt Mtg, Bank Deposits, Headstart, School Visits, Book Sales, AV Shopping	\$96.90
30387	379	RCHS SPECIAL EDUCATION C	5/9/2011	Lost Book Returned	\$12.99
30388	380	REBECCA AMALONG	5/9/2011	Mileage: TLC Users Group	\$155.55
30389	381	SILLY SAFARI SHOWS, INC.	5/9/2011	Summer Reading Program	\$960.00
30390	382	SMITH TRUE VALUE FARM ST	5/9/2011	Mulch-Rens. Lib	\$29.90
30391	383	SVT, LLC	5/9/2011	Third Thursday Expenses	\$15.15
30392	384	SUE TOBIAS	5/9/2011	Unbirthday Party Expenses, Mileage: Bank Deposits, ILL, SHRM Seminar, Orientations	\$124.11
30393	385	THE TIMES	5/9/2011	Newspaper Subsc-Wh. Lib, 1 yr	\$221.00
30394	386	TLC HOME IMPROVEMENTS, L	5/9/2011	Plowing and Salting of Rensselaer (2/23-2/25/11)	\$520.00
30395	387	TOWN OF DEMOTTE	5/9/2011	Sewer-April @ DeM.	\$69.80
30396	388	TOWN OF WHEATFIELD SEW	5/9/2011	Sewer @ Wh. Lib-April	\$56.65
30397	389	UNIQUE MANAGEMENT SERVI	5/9/2011	Collections - Initial & Secondary Placements-March 2011	\$205.87
30398	390	UPSTART	5/9/2011	Summer Reading Materials, Staff T-shirts, Ch. Prizes	\$86.00
30399	391	VISION SERVICE PLAN- (IN)	5/9/2011	Vision Premium, 19 employees April 2011	\$200.92
30400	392	WALMART #1618	5/9/2011	Easter Program Expenses, Tuesday Movie Night Expenses, Labeler Tape, DVDs, 3rd Thurs Expenses, Craft Supplies, Children's Supplies, Spring Fest Expenses, Books	\$848.11
30401	393	WASTE MANAGEMENT	5/9/2011	Trash Pick-up @ DeM. April 2011	\$62.66
30402	394	WEST CIRCLE BOOKS	5/9/2011	Books	\$407.83
30403	395	YVONNE DEL VECCHIO	5/9/2011	Mileage: Walking Books, Program Notices	\$54.52
150195	396	ANDREE BUILDERS, INC	5/9/2011	Wheatfield Roof Repairs as per contract of 4/11/11, 50% deposit - Construction Project	\$3,425.00
0	397	ALLIANCE BANK	5/9/2011	EFT Direct Deposit Transaction Fees for April 2011 Payroll	\$36.30

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30406	398	DANIEL J. HETTINGER	5/9/2011	Kaba File Guard Locks and installation on 5 file cabinets-DeM. Lib.	\$870.00
30407	399	VIGO COUNTY PUBLIC LIBRA	5/9/2011	Lost ILL Book (Heart in the Right Place by Carolyn Jourdan)	\$32.95
30408	400	ROBYN ZICKMUND	5/9/2011	Pd Lost Book Returned-Refunded same less processing fees	\$16.95
30410	401	BAKER & DANIELS, LLP	5/9/2011	Consultation HR services	\$102.00
30411	402	CARDINAL OFFICE PRODUCT	5/9/2011	Qtly Maintenance-1/21-4/21/11-DeMotte Workroom copier	\$289.70
30412	403	HERITAGE OFFICE PRODUCT	5/9/2011	Nametags - Widner, Hausenfleck, Rucker	\$33.50
30413	404	MIDAMERICA BOOKS	5/9/2011	Preview Books	\$345.05
30414	405	MOVIE LICENSING USA	5/9/2011	1 yr. Copyright Compliance Site License-DeMotte Library	\$385.00
0	406	ALLIED WASTE SERVICES #71	5/10/2011	Trash Pick-up @ Whtfld Lib, May (Confirm #GBNBZYK3)	\$69.63
0	407	GREAT-WEST RETIREMENT S	5/10/2011	Annuity w/held from 10 May 11 Payroll-7 participants. (Online Confirmation #6BUBRYSG)	\$1,280.00
0	408	INDIANA DEPARTMENT OF RE	5/10/2011	State & County Taxes w/held 10 May 11 Payroll, ref #95646, Verif Code #44	\$5,999.06
0	409	IRS USA TAXPAYMENT	5/10/2011	FICA & Federal Taxes w/held 10 May 11, Ref #94741999	\$9,763.07
0	410	JOSEPH ZELLON	5/10/2011	Courier Mileage-April 16-30, 2011(Online Confirm #5B4B5YG4)	\$306.00
0	411	NIPSCO	5/10/2011	Utilities, Wheatfield 4/1/11-5/3/11	\$1,686.40
0	412	RENSSELAER REPUBLICAN	5/10/2011	Dm. Lib. Newspaper subscription, 5/31/11-5/31/12	\$117.00
0	413	CHICAGO TRIBUNE	5/10/2011	Subscription, 5/12-11/09/11 Daily-Whtfld (Online #1BYBDYT6)	\$149.50
0	414	PAYROLL	5/10/2011	PAYROLL	\$45,014.53
0	415	PAYROLL	5/25/2011	PAYROLL	\$44,395.54
0	416	AFLAC	5/25/2011	Supplemental Ins. Premium-April (ONLINE Banking #JBHBWYY8)	\$209.48
0	417	CENTURYLINK	5/25/2011	Local Rens. Phone charges-May Online Confirmation #2BOBHYYQ6	\$117.90
0	418	CITY OF RENSSELAER	5/25/2011	Utilities, 4/8/11-5/9/11, Rens Lib. (Online Conf #8BFB8Y47)	\$2,952.08
0	419	GREAT-WEST RETIREMENT S	5/25/2011	Annuity w/held from 25 May 11 Payroll-7 participants. (Online Confirmation #1BIBAYSZ)	\$1,280.00
0	421	IRS USA TAXPAYMENT	5/25/2011	FICA & Federal Taxes w/held 25 May 11, Ref #92716485	\$9,595.57
0	422	JOSEPH ZELLON	5/25/2011	Courier Mileage-May 1-15, 2011(Online Confirm #SBGB2YL7)	\$306.00
0	423	NIPSCO	5/25/2011	Utilities-DeMotte Lib -April (Confirm #PBZBQYOH)	\$2,870.85
0	424	CENTURYLINK	5/25/2011	Local phone, Wh. Lib, April 2011 (On-Line Conf #EBMBKY9K & UBPBZY9K)	\$52.86
30416	425	JASPER COUNTY PUBLIC LIB	5/31/2011	Purchase 365 day CD #400042716	\$750,000.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$938,429.61

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, May 31, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$938,429.61

Date this 13th day of June, 20 11.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

May 31, 2011

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FEES & FEES:			\$2,546.68	\$13,976.93
DeMotte	\$864.31	\$5,520.17		
Rensselaer	\$987.17	\$5,039.93		
Wheatfield	\$695.20	\$3,416.83		
PHOTOCOPIES:			\$831.74	\$4,193.73
DeMotte	\$323.70	\$1,707.35		
Rensselaer	\$319.14	\$1,543.32		
Wheatfield	\$188.90	\$943.06		
INTEREST:			\$359.79	\$2,176.50
Checking/Repurchase/Savings/CD's	\$359.79	\$2,176.50		
TAXES:			\$243,962.64	\$521,181.28
Property Tax	\$168,475.67	\$168,475.67		
LOIT	\$16,336.00	\$81,680.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$1,019.65	\$1,019.65		
CVET(Commercial Vehicle Excise)	\$5,162.66	\$5,162.66		
Local Option/Certified Shares	\$43,842.33	\$219,211.65		
Local Option/Property Tax Repl.	\$9,126.33	\$45,631.65		
TAXABLE SALES:-			\$2.79	\$84.07
REFUNDS:			\$30.00	\$235.83
Rebates/Refund	\$30.00	\$30.58		
Insurance Claims/Reimbursements	\$0.00	\$22.25		
Meeting Room Rental	\$0.00	\$150.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$33.00		
Miscellaneous Receipts	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$247,733.64	\$541,848.34
PLAC FUND:-			\$0.00	\$0.00
GIFT FUNDS:			\$1,527.50	\$7,287.83
DeMotte	\$515.00	\$1,100.44		
Rensselaer	\$912.50	\$4,877.45		
Wheatfield	\$100.00	\$1,309.94		
LIB. IMPROV. RESERVE FUND:			\$85.59	\$430.84
Interest Earned	\$85.59	\$430.84		
Transfer from Operating	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$68,254.25	\$68,254.25
Property Tax	\$66,278.46	\$66,278.46		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$325.87	\$325.87		
CVET(Commercial Vehicle Excise)	\$1,649.92	\$1,649.92		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$51,739.15	\$52,645.08
Interest Earned	\$218.15	\$1,124.08		
Property Tax	\$50,029.60	\$50,029.60		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$245.98	\$245.98		
CVET(Commercial Vehicle Excise)	\$1,245.42	\$1,245.42		
ST/HOSPITALITY FUND:-			\$0.00	\$0.00
LEVY EXCESS FUND:-			\$0.00	\$0.00
SALES TAX:-			\$0.21	\$15.81
CONSTRUCTION FUND: (Interest Earned)-			\$32.54	\$189.09
Reimbursement			\$250.00	\$250.00
CASH CHANGE FUND			\$0.00	\$60.00
SUB-TOTAL (page 1).....			\$369,622.88	\$670,981.24

WITHHOLDING ACCOUNT FUNDS:

			\$26,360.68	\$134,588.16
FIT Tax Collected	\$7,870.62	\$40,942.96		
FICA Collected	\$4,880.21	\$24,853.72		
State Tax Collected	\$3,255.93	\$16,545.92		
County Tax Collected	\$2,389.20	\$12,205.83		
Deferred Comp Plan	\$2,560.00	\$12,760.00		
Pre-tax Insurance Plans	\$3,032.05	\$15,160.25		
Life Insurance	\$135.16	\$685.80		
PERF	\$2,237.51	\$11,433.68		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$395,983.56	\$805,569.40

Voucher List**Jasper County Public Library****Report Date: From 6/1/2011 To 6/14/2011**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	426	PAYROLL	6/10/2011	PAYROLL	\$48,636.83
0	427	GREAT-WEST RETIREMENT S	6/10/2011	Annuity w/held from 10 June 11 Payroll-7 participants. (Online Confirmation #CBIB5YTW)	\$1,280.00
0	428	IRS USA TAXPAYMENT	6/13/2011	FICA & Federal Taxes w/held 10 June 11, Ref #03776493	\$10,678.15
0	429	JOSEPH ZELLON	6/10/2011	Courier Mileage-May 16-31, 2011(Online Confirm #QB6BSYAX)	\$336.60
30417	430	4 IMPRINT, INC.	6/13/2011	Summer Rdg Lunch Bag give-aways	\$1,242.49
30418	431	AARON'S LAWN CARE	6/13/2011	Lawn Mowing, edging, trimming-May 2011	\$830.00
30419	432	ACE HARDWARE	6/13/2011	Concrete & Gutter Sealers-DeM	\$23.96
30420	433	AFFORDABLE ALTERNATIVES	6/13/2011	Music, Loan, & Fine Labels	\$47.30
0	434	ALLIANCE BANK	6/13/2011	EFT-Payroll Direct Deposit transmissions - May	\$36.50
30421	435	ALLIED WASTE SERVICES #71	6/13/2011	Trash Pick-up-Whitfld Lib June 2011	\$70.13
30422	436	ANDREE BUILDERS, INC	6/13/2011	Curb & Sidewalk Repairs @ DeMotte Library	\$3,050.00
30423	437	ANDREE BUILDERS, INC	6/13/2011	Curb & Sidewalk Repairs @ Rens. Lib	\$1,995.00
30424	438	ANTHEM BLUE CROSS BLUE	6/13/2011	Health/Dental Premium-June 2011, 19 employees	\$9,307.62
30425	439	ANTHEM LIFE	6/13/2011	Life Ins. Premium, June 2011	\$103.14
30426	440	BAKER & TAYLOR	6/13/2011	Books, Continuations, AV, Auto. Yours	\$11,402.65
30427	441	BAKER & TAYLOR ENTERTAIN	6/13/2011	DVDs	\$658.78
30428	442	BANK OF NEW YORK MELLON	6/13/2011	Administrative Fee for 2004 Bond-2011	\$630.00
30429	443	BETH REASONER	6/13/2011	Mileage: Preschool & Outreach Visits, Marketing Mtg, Flyer distributions, Feb-May	\$52.53
30430	444	BIERMA HARDWARE, INC.	6/13/2011	Light Bulbs, Liq. Nail, Contact Cement	\$12.06
30494	445	BLOOMFIELD CORPORATION	6/13/2011	Inside Blower Repairs - frozen and jammed up - Wh. Lib	\$225.50
30432	446	BLUETARP FINANCIAL, INC	6/13/2011	Gutter repair materials, wire & duct tape to install flag rope	\$32.52
30433	447	BRENDA THOMPSON	6/13/2011	Mileage: Supervisor Training Workshop; Mgmt Mtg	\$54.37
30434	448	CAPITAL ONE BANK (USA), NA	6/13/2011	Mtg Expenses, Genealogy Wkshp, Sum Rdg Prizes, Ch. Dept Supplies, High-reach Duster, DVDs	\$403.66
30435	449	CAROLYNN DeVRIES	6/13/2011	DVDs; Mileage: Sum rdg Prizes trip	\$42.38
30436	450	CENTRAL INDIANA HARDWAR	6/13/2011	Bottom Latch -Rens Interior entry door repair part	\$99.00
30437	451	CENTURYLINK	6/13/2011	Local Phones-Rens, June	\$125.04
30438	452	CULLIGAN OF KOUTS	6/13/2011	Water Cooler Rental & 8-Water, Wh. Lib.	\$63.15
30439	453	DAVIDSON TITLES INC.	6/13/2011	Books	\$34.15
30440	454	DEMCO	6/13/2011	Book pockets, Book Jacket Rolls, labels	\$438.48
30441	455	DEMOTTE DECORATIVE STO	6/13/2011	Gold Mulch-10 yds @ Wh. Lib	\$360.00
30442	456	DIANA KOOY	6/13/2011	B2B Books	\$55.09
30443	457	DUCKWALL-ALCO STORES, IN	6/13/2011	Middle School Visit expenses-DeM. Lib.	\$35.01
30444	458	EDUCATION NETWORKS OF A	6/13/2011	Internet Access -May 2011	\$885.00
30445	459	FASE-KALUF TV & APPLIANCE	6/13/2011	Phone Batteries	\$40.38
30446	460	FLEX-PAC INC	6/13/2011	Kleenex, Roll Towels, Glass Cleaner, latex gloves, trash bags	\$613.65
30447	461	FASE'S WATER TREATMENT	6/13/2011	13-Redout, DeM. Lib	\$159.25
30448	462	GAIL EVANS	6/13/2011	Mileage:Post Office, Bank Deposits, deliver Bd Packets, janitor supplies, Budget Wkshp, Mgmt & Bd Mtgs (3/17- 6/1)	\$168.61
30449	463	GALE	6/13/2011	Books	\$127.15
30450	464	GDM ENTERPRISES, LLC	6/13/2011	Carpet & Upholstered Chair cleaning @ Rens	\$476.00
30451	465	HIGHSMITH CO. INC.	6/13/2011	Bk tape, Labels, & Library promotional bags	\$95.92
30452	466	INTELLIGENT CLEANING SYS	6/13/2011	Roll Towels, M-fold Towels, Jumbo TP	\$460.18
30453	467	INDIANA HISTORICAL SOC.	6/13/2011	Books	\$154.21

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30454	468	INFO USA MARKETING, INC.	6/13/2011	IN Business Directory	\$620.00
30455	469	JAMES R. LITTLE	6/13/2011	Soffit Repairs & Mileage At Wh. Lib	\$22.56
30456	470	KAREN ACKERMAN	6/13/2011	Found Pd Lost Book	\$22.95
30457	471	LAZZARO COMPANIES, INC	6/13/2011	Interior Entry Door cyclinders/door closures & door bottom seal - Rens. Lib.	\$571.00
30458	472	LARGE PRINT OVERSTOCKS	6/13/2011	Books	\$25.52
30459	473	BRIAN ORBAN	6/13/2011	Spring Pruning @ Wh. Lib.	\$300.00
30460	474	LINDA POORTENGA	6/13/2011	Mileage: B2B Mtg	\$48.45
30461	475	LOOKOUT BOOKS	6/13/2011	Books	\$402.00
30462	476	MOTION PICTURE LICENSING	6/13/2011	License Certificate - DeM. Lib (5/24/11-5/24/2012)	\$100.00
30463	477	MIDWEST TAPE	6/13/2011	DVDs	\$46.97
30464	478	NANCY PHILLIPS	6/13/2011	Star Wars Event expenses, Storytime, paper plates for crafts - Rens Ch. Dept	\$19.35
30465	479	NORTHWESTERN INDIANA TE	6/13/2011	DeMotte Local Phone Service-June	\$171.65
30466	480	ORIENTAL TRADING CO., INC	6/13/2011	Summer Rdg prizes/giveaways-DeM Lib.	\$142.63
30467	481	PATTY STRINGFELLOW	6/13/2011	Mileage: Mgmt Mtg, MCLS Wkshp, ASPIN Supervisor Wkshp, Branch Mgr Mtg, & Wh. Lib Lawn Mtnc Mtg	\$136.68
30468	482	POST TRIBUNE PUBLISHING, I	6/13/2011	DeM Subscripton- 6/25/11-6/22/12	\$195.00
30469	483	PRECISION CONTROL SYSTE	6/13/2011	2nd Qtr Mtnc-D & R; Boiler Relief & Pressure Relief Valve repairs-Rens; repaired condensate drain -Boiler #2, reset VAV#3, Di-Electric Union leaking, repacked isolation valves, bleed air from line-DeM. Lib.	\$5,564.03
30470	484	PROQUEST LLC	6/13/2011	Rens. Republican newspaper microfilm, 9/1-12/31/10	\$93.49
30471	485	QUILL CORPORATION	6/13/2011	Laser & Inkjet Cartridges, Labels, Typewriter ribbon, markers	\$700.37
30472	486	REBECCA AMALONG	6/13/2011	Mileage: Supervisory Workshop Carpool, IOLUG Mtg	\$116.79
30473	487	RECORDED BOOKS, LLC	6/13/2011	Audiobooks	\$225.60
30474	488	ROSEN PUBLISHING	6/13/2011	Books	\$800.55
30475	489	ROTARY CLUB of RENSSSLAE	6/13/2011	March/April Dues	\$27.00
30476	490	SCHOLASTIC LIBRARY PUBLI	6/13/2011	Books	\$1,453.99
30477	491	SHOWCASES	6/13/2011	Double DVD Cases	\$213.00
30478	492	STEVE M. WALDEN	6/13/2011	Prof. Steve's Wide Wild World of Science Show, June 14-15, 2011-DeM, Ren, Whtfld	\$850.00
30479	493	SUE TOBIAS	6/13/2011	Mileage: Post Office, Bank Deposits, SHRM Mtg, deliver Credit Card-Wh. (5/2-31)	\$51.10
30480	494	SVT, LLC	6/13/2011	Third Thursday Program expenses-Rens	\$24.22
30481	495	THE LIBRARY CORPORATION	6/13/2011	Reports Mgr renewal, 7/2011thru 6/2012	\$300.00
30482	496	TODD W. LUKE	6/13/2011	Outdoor bulbs, repair to dumpster gate	\$22.67
0	497	TOWN OF DEMOTTE	6/13/2011	EFT - Sewer Services-DeM (May) -conf #QBCB6YZN	\$69.80
0	498	TOWN OF WHEATFIELD SEW	6/13/2011	Sewer Services @ Whtfld Lib (June) - Conf #XB8B6YZN	\$56.65
30483	499	TRAVELER'S DREAM	6/13/2011	DeM. Summer Rdg Program-Professional speaker, 7/5/11	\$300.00
30484	500	TRUGREEN CHEMLAWN	6/13/2011	Applescab Applications-2 (DeM. Lib); Landscape Weed Control-Wh. Lib.	\$323.20
30485	501	UNIQUE MANAGEMENT SERVI	6/13/2011	Initial & Secondary Placements-April & May 2011	\$291.17
30486	502	VISION SERVICE PLAN- (IN)	6/13/2011	Vision Premium-19 employees, June 2011	\$200.92
30487	503	WAL-MART COMMUNITY/GEM	6/13/2011	DVDs, Software, CDs, Copy Paper, doublesided tape, Mtg Rm Supplies, Tuesday Movie Night expenses, ch. & teen prog supplies, summer rdg supplies/prizes, glue sticks, etc.	\$2,993.31
30488	504	WASTE MANAGEMENT	6/13/2011	Trash Pick-up (DeM) June	\$35.93
30489	505	WHEATFIELD CHAMBER OF C	6/13/2011	Membership Dues 2011-12	\$100.00
30490	506	H.L. MOHLER & ASSOCIATES	6/13/2011	Preparation for Rensselaer Parking Lot Bid Documents	\$2,230.00
127	507	JASPER COUNTY PUBLIC LIB	6/13/2011	Bank Transfer for Professional services to H.L. Mohler (Rensselaer Parking Lot project) - See A/P #506	\$2,230.00
1048	508	JASPER COUNTY PUBLIC LIB	6/13/2011	Bank Transfer to Operating fund for better interest rate	\$16,000.00
30491	509	INDIANA STATE LIBRARY	6/13/2011	Info Express Delivery Services, 7/1/2011-6/30/2012 (2 day/wk)	\$525.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30492	510	NIPSCO	6/13/2011	Wheatfield Utilities, 5/3-6/3/2011	\$1,749.43
30493	511	WHEATFIELD FRIENDS OF LIB	6/13/2011	Reimburse for Looking Glass Program (Nick Thomas), 6/7/11	\$30.00
30495	512	BANK OF NEW YORK MELLON	6/13/2011	Bond Payment of 2004, Principle and Interest - Due 7/15/11	\$159,483.75
30496	513	NIPSCO	6/13/2011	DeMotte Utilities, 5/6-6/7/11	\$3,178.69
Total Amount of Claims					\$298,607.86

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, June 13, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$298,607.86

Date this 13th day of June, 2011.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JULY

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, July 11, 2011, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of June Board Meeting
Bills/Financial Reports
Policy Review (R 12)
Workshop Request (R 12)

General Business

Budget 2012 (R 12)
Approval of PNC as a Depository (R 12)
DeMotte Rotary Club Ramble (R 12-R 13)

Action
Action
Action

Director's Report (R 12-R 16)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

June 13, 2011
Rensselaer Library

Present: Jody Melton, Mari Anne Sayler, Janelle Harper, Natalie Waling, Ed Dumas, Harry Mohler, Patricia Stringfellow, & Gail Evans.

Absent: Timothy Schultz Jr., Deana George, Janet Umlauf

Agenda & Consent Agenda Approval: The Consent Agenda and Agenda items, May Board Meeting Minutes, bills/financial reports, Non-Resident Borrowing Fee increase to \$68, Internet Use & Safety Policy, and Audiovisual Equipment Loan Policy revisions, were approved on a motion by M. Sayler, seconded by N. Waling. Motion passed.

Rensselaer Library Parking Lot Project: H. L. Mohler, architect, gave the board an updated estimate that includes the addition of two parking lot lights, storm drains, and a retention pond at a cost of roughly \$60,000 for this project. However, the need for a retention pond has not been confirmed yet. If the city would waive this requirement, it would reduce the project by about \$15,000.

Ed Dumas, library attorney, cited a new law that will increase the Common Wage threshold to \$250,000 for public works projects effective January 1, 2012. By doing so, the legislation repealed the current threshold, however did not address the period between July 1, 2011 and December 31, 2011. Therefore, all public works projects between these dates regardless of the cost must go through the process to establish a Common Wage Scale. Projects over \$50,000 would need to have a RFP (Request for Proposal) and must go through the bid process and be published in newspapers. For projects under \$50,000 we would need to invite quotes from three persons who are qualified in the field. Quotes would be opened at a public meeting and awarded then.

H. Mohler provided the board with original 1992 site drawings including the one for future alternate parking. He stated that there is a combined sanitary and storm sewer line that runs through the library property from the east to west that the proposed parking lot would extend over. After discussion, it was decided to avoid building over the area eliminating any possible problems at a later date. This would mean a probable loss of one parking space from the design.

On a motion by N. Waling, second by M. Sayler, the board voted to proceed with parking lot expansion, staying off the easement, add 12 spots to parking lot, and seek quotes from Andree Builders, Hamstra's, and Town & Country Paving, and that we hold a special Board meeting on June 29th at 6:00PM, to review the quotes and award the bid. Motion passed unanimously.

Board attorney, Ed Dumas, will contact County Commissioners on Tuesday, June 14th to find out if a retention pond will be required, reporting back to P. Stringfellow and H. Mohler that same day. If no retention pond is required then H. Mohler can proceed with the RFP specs by the end of the week. E. Dumas advised that after the project goes through the library have the easement defined.

Webmaster Presentation: Webmaster Report will be scheduled for another time as webmaster was unavailable for tonight's meeting.

Art League Donation: The Jasper County Art League wishes to donate a painting to the Rensselaer Library in memory of Marie Courtright, a lifetime resident and artist in Rensselaer. The Board was able

to view the painting of a mother reading to a child painted by artist Gerry Govert. N. Waling moved, second by J. Harper, to accept the painting. If the Art League would like to place a plaque near the picture the board would allow that. Staff will hang the painting in the children's department of the Rensselaer Library.

Construction Fund Transfer: We have finished up the extra expenditures relating to the construction of the Wheatfield Library. Final corrections to the roof ventilation issue have been completed. Any unused construction funds must be transferred to the Bond & Redemption Interest Fund to go towards the bond payments according to State Board of Accounts. On a motion by M. Sayler the board approved to transfer the balance in the Construction Fund Account to BIRF and close out the account. Motion seconded by N. Waling. Motion passed. Since interest is posted daily, the bank will be contacted for the exact amount of the transfer.

Blu-Ray Format: Before a new format may be added to the library collection, the board must first approve the addition. Staff would like to add Blu-Ray format. Our budget can support the addition of this format. M. Sayler moved, seconded by J. Harper, to add Blu-Rays to our collection. Motion passed.

Director's Report: Belstra Milling is required to notify government units that they have applied for a TIF (tax increment financing) and capture an increase in the assessed valuation. The library will not be affected by this action, and thus have no impact on the library's tax revenue.

The library invested \$750,000 in a Certificate of Deposit using \$500,000 from CPF and \$250,000 from Rainy Day. The CD is for a one year period earning 1.35% interest. Currently the sweep account is earning .55%.

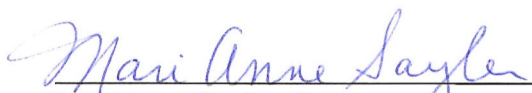
A meeting with Don Meyers (Whtfld. Bowling Alley), Vince Urbano (Co. Drainage Board) and Kevin Sayers (Turning Point Surveying) occurred on June 2, 2011 to discuss the construction of the berm between bowling alley and Wheatfield Library. J. Melton who was absent from the meeting learned that D. Meyers told V. Urbano that he would construct a swale and berm on bowling alley property.

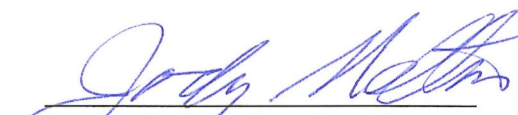
Town & Country Paving will resurface the DeMotte parking lot areas on the lower level, along Birch Street 9th Avenue SW at the top of the hill, for slightly less than \$15,000.

The 2012 budgets will be crafted the week of July 5th with the Budget Committee, consisting of J. Melton, T. Schultz, M. Sayler, and J. Umlauf, to meet either Thursday or Friday of that same week to review the budget before presenting at the July 11th board meeting. A firm time and date will be determined. P. Stringfellow and G. Evans will also meet with the DLGF representative to review the budget paperwork on the morning of July 11th.

Future Agendas: Rensselaer Parking Lot

Adjournment: With no further matters for discussion N. Waling moved to adjourn at 7:28 PM.


Mari Anne Sayler, Secretary Pro-tem


Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE
June 2011

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	66	0	0	66
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	86	1	0	87
Award Winning non-fiction (DAWNF)	5	0	0	5
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	36	0	4	40
Blu-Ray (DBR)	0	0	0	0
Books on CD (DBKCD)	161	4	6	171
Books on Tape (DBKT)	8	0	0	8
Compact Disc (DCD)	334	12	10	356
Digital Audiobooks (DDA)	14	0	0	14
DVD (DDVD)	1759	11	7	1777
Equipment (DEQP)	168	0	0	168
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	44	0	0	44
Fiction (DFIC)	945	25	24	994
Fiction Fantasy (DFICF)	24	1	0	25
Fiction Mystery (DFICM)	113	10	5	128
Fiction New (DFICNEW)	572	14	23	609
Fiction Science Fiction (DFICSF)	10	0	2	12
Fiction Western (DFICW)	9	0	0	9
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	102	0	1	103
Hanging Bags (DHANG)	80	0	1	81
ILL (DILL)	59	2	0	61
Internet (DINTER)	1329	0	0	1329
Juv. Audio book (DJAUDB)	61	0	1	62
Juv. Biography (DJBIO)	121	2	1	124
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	49	0	0	49
Juvenile Easy (DJE)	1250	8	6	1264
Juv. Easy Non-fiction (DJENF)	196	0	2	198
Juv. Easy Reader (DJER)	1097	2	8	1107
Juv. Fiction (DJFIC)	1051	10	7	1068
Juv. Holiday books (DJHOL)	21	0	1	22
Juv. Magazine (DJMAG)	126	0	1	127
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	791	7	12	810
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	183	1	7	191

Large Print Fiction (DLPF)	169	2	9	180
Large Print Nonfic (DLPNF)	8	1	0	9
Magazine (DMAG)	676	2	50	728
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	15	0	0	15
Nonfiction 100 (DNF100)	18	0	0	18
Nonfiction 200 (DNF200)	16	5	0	21
Nonfiction 300 (DNF300)	65	7	3	75
Nonfiction 400 (DNF400)	1	0	0	1
Nonfiction 500 (DNF500)	22	2	2	26
Nonfiction 600 (DNF600)	184	15	16	215
Nonfiction 700 (DNF700)	89	5	6	100
Nonfiction 800 (DNF800)	13	1	0	14
Nonfiction 900 (DNF900)	63	2	1	66
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	65	1	4	70
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	153	11	8	172
Nonfiction VHS (DNFVHS)	3	0	0	3
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	4	0	1	5
Reference (DREF)			0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	11	0	0	11
Software (DSWAR)	44	0	0	44
Vertical File (DVF)	1	0	0	1
VHS (DVHS)	91	3	0	94
YA Audio book (DYAUDB)	18	0	0	18
YA Biography (DYAB)	3	0	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	386	6	14	406
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	8	0	2	10
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	6	0	0	6
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	24	1	27
Blu-Ray (RBR)	0	7	0	7
Books on CD (RBKCD)	5	170	3	178
Books on Tape (RBKT)	0	1	0	1
Compact Disc (RCD)	5	307	11	323
Digital Audiobooks (RDA)	0	13	1	14
DVD (RDVD)	3	2593	4	2600
Equipment (REQP)	0	163	0	163
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	46	0	46
Fiction (RFIC)	26	807	11	844
Fiction New (RFICNEW)	16	425	8	449

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	200	3	204
Hanging Bag (RHANG)	0	35	0	35
ILL (RILL)	0	76	0	76
Internet (RINTER)	0	2848	0	2848
Juv. Audio book (RJAUDB)	0	25	0	25
Juv. Biography (RJBIO)	1	35	0	36
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	46	1	47
Juvenile Easy (RJE)	9	1154	6	1169
Juv. Easy Non-fiction (RJENF)	1	100	0	101
Juv. Easy Reader (RJER)	1	762	0	763
Juv. Fiction (RJFIC)	24	902	26	952
Juv. Magazine (RJMAG)	0	33	0	33
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	5	561	3	569
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	2	0	2
Juv. Toddler (RJTOD)	0	158	0	158
Large Print Fiction (RLPF)	10	200	3	213
Large Print Nonfic (RLPNF)	0	8	0	8
Magazine (RMAG)	5	550	3	558
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	5	1	6
Non-Fiction 100 (RNF100)	0	11	1	12
Non-Fiction 200 (RNF200)	1	35	2	38
Non-Fiction 300 (RNF300)	3	93	2	98
Non-Fiction 400 (RNF400)	0	6	0	6
Non-Fiction 500 (RNF500)	0	16	0	16
Non-Fiction 600 (RNF600)	16	277	16	309
Non-Fiction 700 (RNF700)	2	73	9	84
Non-Fiction 800 (RNF800)	0	16	2	18
Non-Fiction 900 (RNF900)	4	89	3	96
Nonfiction Blu-Ray (RNFBR)	0	0	0	0
Nonfiction DVD (RNFDVD)	0	131	0	131
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	18	273	6	297
Nonfiction VHS (RNFVHS)	1	17	0	18
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	8	0	8
Software (RSWAR)	0	114	2	116
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	36	0	36
YA Audio book (RYAUDB)	0	12	0	12
YA Biography (RYAB)	0	2	0	2

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	18	420	19	457
YA Music CD (RYACD)	9	199	1	209
YA Nonfiction (RYANF)	3	24	0	27
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	0	19	20
Blu-Ray (WBR)	0	0	0	0
Books on CD (WBKCD)	17	12	145	174
Books on Tape (WBKT)	0	0	1	1
Compact Disc (WCD)	7	14	368	389
Digital Audiobooks (WDA)	3	0	5	8
DVD (WDVD)	8	12	1984	2004
Equipment (WEQP)	0	0	51	51
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	32	32
Fiction (WFIC)	41	22	405	468
Fiction Fantasy (WFICF)	3	1	7	11
Fiction Mystery (WFICM)	10	12	84	106
Fiction New (WFICNEW)	29	23	316	368
Fiction Science Fiction (WFICSF)	1	0	10	11
Fiction Western (WFICW)	1	0	7	8
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	39	39
Hanging Bags (WHANG)	0	0	22	22
ILL (WILL)	1	0	30	31
Internet (WINTER)	0	0	1010	1010
Juv. Audio book (WJAUDB)	5	3	22	30
Juv. Biography (WJBIO)	0	0	6	6
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	1	1
Juv. Compact Disc (WJCD)	0	1	18	19
Juvenile Easy (WJE)	15	11	712	738
Juv. Easy Non-fiction (WJENF)	5	5	159	169
Juv. Easy Reader (WJER)	1	2	692	695
Juv. Fiction (WJFIC)	36	20	861	917
Juv. Magazine (WJMAG)	0	4	31	35
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	9	4	447	460
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	1	5	156	162
Large Print Fiction (WLPF)	10	10	121	141
Large Print Nonfic (WLPNF)	3	2	16	21
Magazine (WMAG)	1	1	451	453
Non-Fiction 000 (WNF000)	0	0	0	0
Non-Fiction 100 (WNF100)	0	4	6	10
Non-Fiction 200 (WNF200)	0	4	25	29
Non-Fiction 300 (WNF300)	0	5	26	31
Non-Fiction 400 (WNF400)	0	0	3	3

Non-Fiction 500 (WNF500)	0	2	29	31
Non-Fiction 600 (WNF600)	12	5	113	130
Non-Fiction 700 (WNF700)	4	1	45	50
Non-Fiction 800 (WNF800)	1	1	15	17
Non-Fiction 900 (WNF900)	0	1	23	24
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	1	2	56	59
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	6	16	94	116
Nonfiction VHS (WNFVHS)	0	0	4	4
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	1	29	30
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	0	1	156	157
YA Audio book (WYAUDB)	0	1	5	6
YA Biography (WYAB)	0	0	2	2
YA Books on CD (WYABKCD)	1	2	7	10
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	22	18	375	415
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	2	27	30
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	13450	14513	9663	37626

CIRCULATION BY HOLDINGS CODE
June 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	66	0	0	66
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	86	1	0	87
Award Winning non-fiction (AWNFI)	5	0	0	5
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	39	24	24	87
Blu-Ray (BR)	0	0	0	0
Books on CD (BKCD)	183	186	154	523
Books on Tape (BKT)	8	1	1	10
Compact Disc (CD)	346	333	389	1068
Digital Audiobooks (DA)	17	13	6	36
DVD (DVD)	1770	2616	1995	6381
Equipment (EQP)	168	163	51	382
See librarian (ERR)	0	0	0	0

Express Book (EXP)	44	46	32	122
Fiction (FIC)	1012	854	440	2306
Fiction Fantasy (FICF)	27	2	7	36
Fiction Mystery (FICM)	123	22	89	234
Fiction New (FICNEW)	617	462	347	1426
Fiction Science Fiction (FICSF)	11	0	12	23
Fiction Western (FICW)	10	0	7	17
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	103	200	43	346
Hanging Bags (HANG)	80	35	23	138
ILL (ILL)	60	78	30	168
Internet (INTR)	1329	2848	1010	5187
Juv. Audio book (JAUDB)	66	28	23	117
Juv. Biography (JBIO)	122	37	7	166
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	1	1
Juv. Compact Disc (JCD)	49	47	19	115
Juvenile Easy (JE)	1274	1173	724	3171
Juv. Easy Non-Fiction (JENF)	202	105	161	468
Juv. Easy Reader (JER)	1099	766	700	2565
Juv. Fiction (JFIC)	1111	932	894	2937
Juv. Holiday (JHOL)	21	0	1	22
Juv. Magazine (JMAG)	126	37	32	195
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	805	572	462	1839
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	2	1	3
Juv. Toddler (JTOD)	184	164	163	511
Large Print Fiction (LPF)	189	212	133	534
Large Print Nonfic (LPNF)	11	11	16	38
Magazine (MAG)	682	553	504	1739
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	15	5	1	21
Non-Fiction 100 (NF100)	18	15	7	40
Non-Fiction 200 (NF200)	17	44	27	88
Non-Fiction 300 (NF300)	68	105	31	204
Non-Fiction 400 (NF400)	1	6	3	10
Non-Fiction 500 (NF500)	22	20	31	73
Non-Fiction 600 (NF600)	212	297	145	654
Non-Fiction 700 (NF700)	95	79	60	234
Non-Fiction 800 (NF800)	14	18	17	49
Non-Fiction 900 (NF900)	67	92	27	186
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	66	134	60	260
Nonfiction (NFIC)	0	0	1	1
Nonfiction New (NFNEW)	177	300	108	585
Nonfiction VHS (NFVH)	4	17	4	25
Oversize (OVER)	2	0	0	2
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	4	0	1	5

Reference (REF)	75	86	30	191
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	11	8	0	19
Software (SWAR)	44	115	31	190
Vertical File (VF)	1	1	0	2
VHS	91	40	156	287
YA Audio book (YAUDB)	18	13	5	36
YA Biography (YAB)	3	2	2	7
YA Books on CD (YABKCD)	1	2	7	10
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	426	444	408	1278
YA Music CD (YACD)	9	199	1	209
YA Nonfiction (YANF)	12	26	29	67
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	6	1	0	7
				0
Free reads	465	435	111	1011
Games/Puzzles	10	64	0	74
Talking books	0	3	2	5
Assignment Shelf Books	0	0	0	0
TOTAL	14000	15094	9806	38900

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2504	2034	1178	5716
Nonfiction	904	1188	558	2650
CHILDREN'S BOOKS				
Fiction	3820	3036	2481	9337
Nonfiction	1159	716	633	2508
YA BOOKS				
Fiction	530	644	451	1625
Nonfiction	15	28	31	74
Magazines, Adult	682	553	504	1739
Magazines, Children	126	37	32	195
Sound Recordings, adult	573	551	564	1688
Sound Recordings, ch	204	309	67	580
Online databases	0	0	0	0
Software	44	115	31	190
Vertical file	1	1	0	2
VHS/DVD/Blu-Ray	1931	2807	2215	6953
Equipment	168	163	51	382
Total	12661	12182	8796	33639
A-V Circulation	2752	3782	2877	9411
A-V Circulation as % of total	21.7%	31.0%	32.7%	28.0%

June 2011

DEMOTTE

RENSSELAER

WHEATFIELD

Added
Vols.

Withdrew
Vols.

Circulation

Added
Vols.

Withdrew
Vols.

Circulation

Added
Vols.

Withdrew
Vols.

Circulation

**Total
Circ.**

Fiction	90	56	2,504	79	10	2,034	92	108	1,178	5,716
Nonfiction	91	80	904	90	45	1,188	64	22	558	2,650

Fiction	10	5	3,820	113	12	3,036	56	4	2,481	9,337
Nonfiction	3	1	1,159	14	0	716	38	1	633	2,508

Fiction	10	4	530	26	0	644	18	204	451	1,625
Nonfiction	0	0	15	5	10	28	2	1	31	74

Magazines,Adult	682	553	504	1,739
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Magazines, Child	126	37	32	195
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Games, Toys	0
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Sound Rec/Adult	59	1	573	17	3	551	48	0	564	1.688
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Sound Rec/Child	8	0	204	15	0	309	6	0	67	580
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[illegible]

Software	10	0	44	4	2	115	2	1	31	190
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Vertical Files	1	0	1	0	0	1	0	0	0	2
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VHS/DVD/Blu-Ray	102	23	1,931	98	4	2,807	51	3	2,215	6,953
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Equipment	168	163	51	382
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TOTAL	383	170	12,661	461	86	12,182	377	344	8,796	33,639
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[illegible]

DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned	72,411	62,348	47,233
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Circulation Increase/Decrease	-11.0%	-7.3%	-13.6%
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[illegible]

MONTHLY SYSTEM STATISTICS

Current month's Circulation	37,539	33,639	-10.4%
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Jan. to date circulation	172,631	157,311	-8.9%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month	
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes	
XX						
						ADULT BOOKS
20,327	20,361	11,594	11,663	12,446	12,430	Fiction
18,793	18,804	20,094	20,139	9,853	9,895	Nonfiction
						CHILDREN'S BKS
13,746	13,751	11,489	11,590	9,881	9,933	Fiction
9,047	9,049	6,268	6,282	5,378	5,415	Nonfiction
						YA BOOKS
2,038	2,044	2,423	2,449	2,136	1,950	Fiction
505	505	707	702	198	199	Nonfiction
						0 Magazines,Adult
						0 Magazines, Child
0	0	20	20	0	0	0 Games, Toys
2,950	3,008	3,441	3,455	3,326	3,374	Sound Rec/Adult
683	691	312	327	697	703	Sound Rec/Child
19	19	29	29	7	7	Online Databases
364	374	355	357	181	182	Software
1	2			4	4	Vertical Files
3,606	3,685	5,099	5,193	3,036	3,084	VHS/DVD
118	118	142	142	57	57	Equipment
72,197	72,411	61,973	62,348	47,200	47,233	TOTAL
XX						XXXXXXXXXXXX

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

June 2011

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	153	33	214	46	294	64	661	143
LOCAL HISTORY								
In person	3	1	5	1	3	1	11	3
Letters written	0	0	5	5	0	0	5	5
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1329	55	2848	119	1010	42	5187	216
Computer software used	185	15	194	16	111	9	490	41
VCR Use	0	0	0	0	1	0	1	0
Microforms	0	0	11	1	0	0	11	1
CD ROM/Online databases	240	20	660	55	198	17	1098	92
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	1	0	0	0	1	0
OTHER LIBRARY SERVICES USED								
Outreach activities	46	46	10	7	0	0	56	37
Notarized documents	6	2	3	1	0	0	9	2
Meeting Room Use (no. of group	36	12	52	17	40	13	128	43
Study room use	19	2	41	3	40	3	100	8
Proctoring	3	2	1	1	0	0	4	2
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	193		342		195		730	
WIRELESS USE via patron owned pcs	315		336		184		835	
SELF-CHECKOUT USE	549		1728		1043		3320	
INTERLIBRARY LOANS								
Requests made for:	71	18	52	13	36	9	159	40
Items rec'd for:	75	38	86	43	30	15	191	96
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8540	8561	4825	21926
Non-resident, paying	1	4	0	5
PLAC card users	0	4	0	4
Reciprocal borrowers	410	440	89	939
Number of New Patrons Added	76	61	46	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	1	6	0	0	2	12
Children's Programs (0-13)	6	36	10	60	9	54	25	150
Number attending	381		559		419		1359	
YA Programs (14-17)	4	24	4	24	5	30	13	78
Number attending	90		122		109		321	
Adult Programs	4	24	5	30	1	6	10	60
Number attending	181		285		8		474	
Senior Citizen Programs	8	48	5	30	3	18	16	96
Number attending	66		79		32		177	
Total Number of Programs	23	138	25	150	18	108	66	396
Total Persons Attending	718		1045		568		2331	
Total Attending Same Month Last	878		1091		750		2719	
Total Staff Hours Spent		381		479		281	1141	1126
Total Number of In-House Program	17		21		18		56	
Total Attendance	640		990		568		2198	
Total Number of Outreach Program	6		4		0		10	
Total Attendance	78		55		0		133	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7799	61.9%	7199	59.2%	5080	58.0%	20078	59.9%
Corporate	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Juvenile 0-11	572	4.5%	583	4.8%	406	4.6%	1561	4.7%
Juvenile-AV	2842	22.6%	2169	17.8%	1890	21.6%	6901	20.6%
Nonresident No Fee	49	0.4%	83	0.7%	137	1.6%	269	0.8%
Nonresident Fee	0	0.0%	7	0.1%	0	0.0%	7	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	443	3.5%	370	3.0%	144	1.6%	957	2.9%
Reciprocal Juvenile	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal Juvenile AV	15	0.1%	102	0.8%	1	0.0%	118	0.4%
Reciprocal YA	4	0.0%	12	0.1%	0	0.0%	16	0.0%
Reciprocal YA AV	0	0.0%	9	0.1%	2	0.0%	11	0.0%
School	0	0.0%	7	0.1%	0	0.0%	7	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Staff	347	2.8%	868	7.1%	573	6.5%	1788	5.3%
Walking books	61	0.5%	59	0.5%	0	0.0%	120	0.4%
YA 12-17	75	0.6%	122	1.0%	34	0.4%	231	4.4%
YA-AV	389	3.1%	573	4.7%	499	5.7%	1461	4.4%
Total	12596		12167		8766		33529	
 All items borrowed by nonresidents	 511	 4.1%	 594	 4.9%	 284	 3.2%	 1389	 4.1%

JCPL FINANCIAL STATEMENT

F1

June 30, 2011

	Beginning 2011 <u>Balance</u>	Current Month <u>Disbursements</u>	Y-T-D <u>Disbursements</u>	Current Month <u>Receipts</u>	Y-T-D <u>Receipts</u>	Ending <u>Balance</u>
Operating Fund	\$658,796.81	\$156,696.18	\$930,418.41	\$353,673.00	\$895,521.34	\$623,899.74
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$6,786.28	\$2,517.29	\$5,003.97	\$875.17	\$8,163.00	\$9,945.31
DeMotte	\$1,694.92	\$458.55	\$1,530.73	\$582.34	\$1,682.78	\$1,846.97
Rensselaer	\$3,898.84	\$1,848.64	\$2,572.45	\$10.00	\$4,887.45	\$6,213.84
Wheatfield	\$1,192.52	\$210.10	\$900.79	\$282.83	\$1,592.77	\$1,884.50
Library Improvement Reserve Fund	\$215,110.13	\$2,230.00	\$2,230.00	\$94.48	\$525.32	\$213,405.45
Bond & Interest Redemption Fund	\$179,021.25	\$160,113.75	\$316,753.75	\$278,876.99	\$347,131.24	\$209,398.74
Includes Investments of:	\$0.00					
Rainy Day Fund	\$303,858.32	\$0.00	\$0.00	\$0.00	\$0.00	\$303,858.32
Includes Investments of:	\$250,000.00					
State Technology Fund G	\$9,655.00	\$885.00	\$5,310.00	\$0.00	\$0.00	\$4,345.00
Capital Projects Fund	\$1,006,019.73	\$0.00	\$7,710.00	\$80,717.02	\$133,362.10	\$1,131,671.83
Includes Investments of:	\$1,000,000.00					
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
/ Excess Fund	\$89,451.93	\$0.00	\$0.00	\$0.00	\$0.00	\$89,451.93
Sales Tax	\$20.81	\$0.00	\$0.00	\$4.62	\$20.43	\$41.24
Construction Fund	\$178,638.84	\$172,284.58	\$179,134.58	\$56.65	\$495.74	\$0.00
Includes Investments of	\$0.00					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$60.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,584.90	\$49,527.86	\$8,584.90	\$49,527.86	\$0.00
FICA Tax Collected	\$0.00	\$5,221.90	\$30,075.62	\$5,221.90	\$30,075.62	\$0.00
State Tax Collected	\$3,431.56	\$3,255.93	\$19,997.89	\$3,463.91	\$20,009.83	\$3,443.50
County Tax Collected	\$2,416.10	\$2,389.20	\$14,621.88	\$2,575.78	\$14,781.61	\$2,575.83
Deferred Comp.	\$0.00	\$2,560.00	\$15,320.00	\$2,560.00	\$15,320.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,032.05	\$18,192.37	\$3,032.05	\$18,192.30	(\$0.07)
Employee Life Insur.	\$0.00	\$135.16	\$820.96	\$135.16	\$820.96	\$0.00
Employee P.E.R.F.	\$6,609.66	\$0.00	\$13,441.10	\$2,371.36	\$13,805.04	\$6,973.60
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,660,076.42	\$519,905.94	\$1,608,608.39	\$742,242.99	\$1,547,812.39	\$2,599,280.42

Bank Balances***Jasper County Public Library******Report as of: 6/30/2011***

<i>Bank</i>		
1	Alliance Bank	\$1,131,627.54
2	Demotte State Bank	\$3,977.43
3	Alliance Bank-LIRF Acct	\$213,405.45
5	Cash On Hand	\$270.00
6	Alliance Bank-Construction Ckg.	\$0.00
7	Rensselaer Banking Ctr CD#400041737/400042127	\$500,000.00
8	Rensselaer Banking Ctr CD#400042716	\$750,000.00
9		
10		
11		

Total all banks = \$2,599,280.42

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**100 OPERATING FUND****Jasper County Public Library****Report Date: From 6/1/2011 To 6/30/2011**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 SALARY OF LIBRARIAN	\$57,866.00	\$0.00	\$57,866.00	\$4,822.14	\$28,885.17	\$28,980.83	49.9
1.12 SALARY OF ASSISTANTS	\$1,010,295.00	\$0.00	\$1,010,295.00	\$84,918.09	\$489,698.23	\$520,596.77	48.5
1.13 WAGES OF JANITORS	\$54,774.00	\$0.00	\$54,774.00	\$5,715.80	\$31,925.64	\$22,848.36	58.3
1.21 EMPLOYER'S SHARE-FICA	\$85,905.00	\$0.00	\$85,905.00	\$7,070.40	\$40,722.03	\$45,182.97	47.4
1.22 UNEMPLOYMENT COMPENSATION	\$4,658.00	\$0.00	\$4,658.00	\$0.00	\$1,695.00	\$2,963.00	36.4
1.23 EMPLOYER'S CONTRIB.- PERF	\$71,267.00	\$0.00	\$71,267.00	\$0.00	\$35,216.51	\$36,050.49	49.4
1.24 EMPLOYER'S CONTRIB.- INS.	\$100,029.00	\$0.00	\$100,029.00	\$6,653.95	\$39,910.03	\$60,118.97	39.9
Subtotal	\$1,384,794.00		\$1,384,794.00	\$109,180.38	\$668,052.61	\$716,741.39	48.2
2. Supplies							
2.11 OFFICIAL RECORDS	\$325.00	\$0.00	\$325.00	\$0.00	\$349.36	(\$24.36)	107.5
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$7,500.00	\$59.77	\$7,559.77	\$969.11	\$3,079.79	\$4,479.98	40.7
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$1,093.82	\$2,477.75	\$3,522.25	41.3
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$290.84	\$2,375.93	\$3,824.07	38.3
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$360.00	\$1,382.89	(\$382.89)	138.3
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$65.74	\$134.26	32.9
2.33 REPAIR PARTS	\$700.00	\$0.00	\$700.00	\$670.00	\$1,393.78	(\$693.78)	199.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$13,400.00	\$0.00	\$13,400.00	\$882.30	\$3,355.33	\$10,044.67	25.0
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
Subtotal	\$35,825.00	\$59.77	\$35,884.77	\$4,266.07	\$14,480.57	\$21,404.20	40.4
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$102.00	\$4,898.00	2.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,065.00	\$0.00	\$5,065.00	\$1,180.00	\$3,052.00	\$2,013.00	60.3
3.21 TELEPHONE	\$4,000.00	\$0.00	\$4,000.00	\$349.55	\$1,475.52	\$2,524.48	36.9
3.22 POSTAGE	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$786.39	\$3,213.61	19.7
3.23 MILEAGE	\$22,000.00	\$0.00	\$22,000.00	\$1,324.17	\$7,168.12	\$14,831.88	32.6
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$30.00	\$8,030.00	\$177.54	\$2,766.76	\$5,263.24	34.5
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$224.51	\$740.95	\$759.05	49.4
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$0.00	\$0.00	\$35,400.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$215.73	\$784.27	21.6
3.33 MARKETING ADVERTISING	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$834.73	\$165.27	83.5
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$0.00	\$200.00	(\$50.00)	133.3
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$11,287.00	\$14,713.00	43.4
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$993.40	\$14,909.18	\$35,090.82	29.8
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$6,357.51	\$33,382.22	\$36,617.78	47.7
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$136.70	\$640.40	\$1,359.60	32.0
3.54 WASTE DISPOSAL SERVICES	\$5,100.00	\$0.00	\$5,100.00	\$449.96	\$2,714.01	\$2,385.99	53.2
3.61 BUILDING & STRUCTURES	\$47,320.00	\$0.00	\$47,320.00	\$10,918.73	\$32,247.42	\$15,072.58	68.1
3.62 EQUIPMENT REPAIRS	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$174.00	\$1,026.00	14.5
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$190.70	\$59.30	76.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.91 DUES	\$2,220.00	\$0.00	\$2,220.00	\$127.00	\$2,239.97	(\$19.97)	100.9
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.58	\$325.58	\$0.00	\$0.59	\$324.99	0.2
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$125.00	\$140.84	\$265.84	\$22.95	\$160.24	\$105.60	60.3
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$91,563.00	\$0.00	\$91,563.00	\$2,997.67	\$27,896.61	\$63,666.39	30.5
Subtotal	\$433,338.00	\$171.42	\$433,509.42	\$25,269.64	\$143,184.54	\$290,324.88	33.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$11,625.00	\$0.00	\$11,625.00	\$0.00	\$1,919.78	\$9,705.22	16.5
4.51 BOOKS	\$147,000.00	\$0.00	\$147,000.00	\$14,104.79	\$59,971.50	\$87,028.50	40.8
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$288.49	\$13,638.96	\$8,361.04	62.0
4.53 NONPRINTED MATERIALS	\$78,500.00	\$149.90	\$78,649.90	\$3,586.81	\$29,110.45	\$49,539.45	37.0
Subtotal	\$259,125.00	\$149.90	\$259,274.90	\$17,980.09	\$104,640.69	\$154,634.21	40.4
Grand Total	\$2,113,082.00	\$381.09	\$2,113,463.09	\$156,696.18	\$930,358.41	\$1,183,104.68	44.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**120.03 RENS/DEM & WHTFLD BIRF*****Jasper County Public Library******Report Date: From 6/1/2011 To 6/30/2011***

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$630.00	\$630.00	\$0.00	100.0
3.81 PAYMENT OF BONDS	\$235,000.00	\$0.00	\$235,000.00	\$120,000.00	\$235,000.00	\$0.00	100.0
3.82 INTEREST-BONDS	\$81,125.00	\$0.00	\$81,125.00	\$39,483.75	\$81,123.75	\$1.25	100.0
Subtotal	\$316,755.00		\$316,755.00	\$160,113.75	\$316,753.75	\$1.25	100.0
Grand Total	\$316,755.00	\$0.00	\$316,755.00	\$160,113.75	\$316,753.75	\$1.25	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**130 LIRF FUND****Jasper County Public Library****Report Date: From 6/1/2011 To 6/30/2011**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$2,230.00	\$2,230.00	\$7,770.00	22.3
3.61 BUILDING & STRUCTURES	\$46,350.00	\$0.00	\$46,350.00	\$0.00	\$0.00	\$46,350.00	0.0
Subtotal	\$56,350.00		\$56,350.00	\$2,230.00	\$2,230.00	\$54,120.00	4.0
Grand Total	\$56,350.00	\$0.00	\$56,350.00	\$2,230.00	\$2,230.00	\$54,120.00	4.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**151 RAINY DAY FUND*****Jasper County Public Library******Report Date: From 6/1/2011 To 6/30/2011***

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.61 BUILDING & STRUCTURES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
Subtotal	\$10,000.00		\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.0
Subtotal	\$20,000.00		\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.0
Grand Total	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**160 CAPITAL PROJECTS FUND****Jasper County Public Library****Report Date: From 6/1/2011 To 6/30/2011**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$18,060.00	\$0.00	\$18,060.00	\$0.00	\$7,710.00	\$10,350.00	42.7
Subtotal	\$18,060.00		\$18,060.00	\$0.00	\$7,710.00	\$10,350.00	42.7
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$31,380.00	\$0.00	\$31,380.00	\$0.00	\$0.00	\$31,380.00	0.0
4.53 NONPRINTED MATERIALS	\$560.00	\$0.00	\$560.00	\$0.00	\$0.00	\$560.00	0.0
Subtotal	\$31,940.00		\$31,940.00	\$0.00	\$0.00	\$31,940.00	0.0
Grand Total	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$7,710.00	\$42,290.00	15.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
4/11/2011	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$3.70	Reimbursed for Office supply purchase, Quill A/P #282, A/R #165
6/13/2011	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$56.07	Reimburse Lib for employee purchase, A/P#485, A/R #287
5/23/2011	100 OPERATING FUND	3.24 PROFESSIONAL MEETINGS	\$30.00	Partial Refund on Cancelled Mtg. Reservation-A/P #256 & A/R #250
4/11/2011	100 OPERATING FUND	3.93 TAXES & ASSESSMENTS	\$0.58	Reimbursed for Sales Tax charged - A/P#289-SVT
2/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Refund on Lost Bk Pd & Found - A/P#102 (Sirk)-1/15/11
3/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.99	Refund on Lost Bk Pd & Found - A/P#184 (Forbes)-2/7/11
3/26/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	Refund on Lost Bk Pd & Found - A/P#3123, 3/26/11
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	refund on Lost Bk Pd & Found - A/P#248, 3/12/11 (Vandeermolen)
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	refund on Lost Bk Pd & Found - A/P#268, 3/17/11(Fitzpatrick)
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Refund on Lost Bk Pd & Found - A/P#286, 3/9/11(Streveler)
5/9/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	refund on Lost Bk Pd & Found - A/P#379, 3/9/11
5/9/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.95	refund on Lost Bk Pd & Found - A/P#400 3/7/11
6/13/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$22.95	refund on Lost Bk Pd & Found - A/P#470, 3/29/11
1/3/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$149.90	Encumbered per Board Mtg Approval, 12/29/10

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$381.09

Voucher List**Jasper County Public Library****Report Date: From 6/1/2011 To 6/30/2011**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	420	INDIANA DEPARTMENT OF RE	6/20/2011	State & County Taxes w/held 25 May 11 Payroll, ref #34593, Verif Code #30	\$5,645.13
0	426	PAYROLL	6/10/2011	PAYROLL	\$48,636.83
0	427	GREAT-WEST RETIREMENT S	6/10/2011	Annuity w/held from 10 June 11 Payroll-7 participants. (Online Confirmation #CBIB5YTW)	\$1,280.00
0	428	IRS USA TAXPAYMENT	6/13/2011	FICA & Federal Taxes w/held 10 June 11, Ref #03776493	\$10,678.15
0	429	JOSEPH ZELLON	6/10/2011	Courier Mileage-May 16-31, 2011(Online Confirm #QB6BSYAX)	\$336.60
30417	430	4 IMPRINT, INC.	6/13/2011	Summer Rdg Lunch Bag give-aways	\$1,242.49
30418	431	AARON'S LAWN CARE	6/13/2011	Lawn Mowing, edging, trimming-May 2011	\$830.00
30419	432	ACE HARDWARE	6/13/2011	Concrete & Gutter Sealers-DeM	\$23.96
30420	433	AFFORDABLE ALTERNATIVES	6/13/2011	Music, Loan, & Fine Labels	\$47.30
0	434	ALLIANCE BANK	6/13/2011	EFT-Payroll Direct Deposit transmissions - May	\$36.50
30421	435	ALLIED WASTE SERVICES #71	6/13/2011	Trash Pick-up-Whitfld Lib June 2011	\$70.13
30422	436	ANDREE BUILDERS, INC	6/13/2011	Curb & Sidewalk Repairs @ DeMotte Library	\$3,050.00
30423	437	ANDREE BUILDERS, INC	6/13/2011	Curb & Sidewalk Repairs @ Rens. Lib	\$1,995.00
30424	438	ANTHEM BLUE CROSS BLUE	6/13/2011	Health/Dental Premium-June 2011, 19 employees	\$9,307.62
30425	439	ANTHEM LIFE	6/13/2011	Life Ins. Premium, June 2011	\$103.14
30426	440	BAKER & TAYLOR	6/13/2011	Books, Continuations, AV, Auto. Yours	\$11,402.65
30427	441	BAKER & TAYLOR ENTERTAIN	6/13/2011	DVDs	\$658.78
30428	442	BANK OF NEW YORK MELLON	6/13/2011	Administrative Fee for 2004 Bond-2011	\$630.00
30429	443	BETH REASONER	6/13/2011	Mileage: Preschool & Outreach Visits, Marketing Mtg, Flyer distributions, Feb-May	\$52.53
30430	444	BIERMA HARDWARE, INC.	6/13/2011	Light Bulbs, Liq. Nail, Contact Cement	\$12.06
30494	445	BLOOMFIELD CORPORATION	6/13/2011	Inside Blower Repairs - frozen and jammed up - Wh. Lib	\$225.50
30432	446	BLUETARP FINANCIAL, INC	6/13/2011	Gutter repair materials, wire & duct tape to install flag rope	\$32.52
30433	447	BRENDA THOMPSON	6/13/2011	Mileage: Supervisor Training Workshop; Mgmt Mtg	\$54.37
30434	448	CAPITAL ONE BANK (USA), NA	6/13/2011	Mtg Expenses, Genealogy Wkshp, Sum Rdg Prizes, Ch. Dept Supplies, High-reach Duster, DVDs	\$403.66
30435	449	CAROLYNN DeVRIES	6/13/2011	DVDs; Mileage: Sum rdg Prizes trip	\$42.38
30436	450	CENTRAL INDIANA HARDWAR	6/13/2011	Bottom Latch -Rens Interior entry door repair part	\$99.00
30437	451	CENTURYLINK	6/13/2011	Local Phones-Rens, June	\$125.04
30438	452	CULLIGAN OF KOUTS	6/13/2011	Water Cooler Rental & 8-Water, Wh. Lib.	\$63.15
30439	453	DAVIDSON TITLES INC.	6/13/2011	Books	\$34.15
30440	454	DEMCO	6/13/2011	Book pockets, Book Jacket Rolls, labels	\$438.48
30441	455	DEMOTTE DECORATIVE STO	6/13/2011	Gold Mulch-10 yds @ Wh. Lib	\$360.00
30442	456	DIANA KOOY	6/13/2011	B2B Books	\$55.09
30443	457	DUCKWALL-ALCO STORES, IN	6/13/2011	Middle School Visit expenses-DeM. Lib.	\$35.01
30444	458	EDUCATION NETWORKS OF A	6/13/2011	Internet Access -May 2011	\$885.00
30445	459	FASE-KALUF TV & APPLIANCE	6/13/2011	Phone Batteries	\$40.38
30446	460	FLEX-PAC INC	6/13/2011	Kleenex, Roll Towels, Glass Cleaner, latex gloves, trash bags	\$613.65
30447	461	FASE'S WATER TREATMENT	6/13/2011	13-Redout, DeM. Lib	\$159.25
30448	462	GAIL EVANS	6/13/2011	Mileage:Post Office, Bank Deposits, deliver Bd Packets, janitor supplies, Budget Wkshp, Mgmt & Bd Mtgs (3/17-6/1)	\$168.61
30449	463	GALE	6/13/2011	Books	\$127.15
30450	464	GDM ENTERPRISES, LLC	6/13/2011	Carpet & Upholstered Chair cleaning @ Rens	\$476.00
30451	465	HIGHSMITH CO. INC.	6/13/2011	Bk tape, Labels, & Library promotional bags	\$95.92

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30452	466	INTELLIGENT CLEANING SYS	6/13/2011	Roll Towels, M-fold Towels, Jumbo TP	\$460.18
30453	467	INDIANA HISTORICAL SOC.	6/13/2011	Books	\$154.21
30454	468	INFO USA MARKETING, INC.	6/13/2011	IN Business Directory	\$620.00
30455	469	JAMES R. LITTLE	6/13/2011	Soffit Repairs & Mileage At Wh. Lib	\$22.56
30456	470	KAREN ACKERMAN	6/13/2011	Found Pd Lost Book	\$22.95
30457	471	LAZZARO COMPANIES, INC	6/13/2011	Interior Entry Door cyclinders/door closures & door bottom seal - Rens. Lib.	\$571.00
30458	472	LARGE PRINT OVERSTOCKS	6/13/2011	Books	\$25.52
30459	473	BRIAN ORBAN	6/13/2011	Spring Pruning @ Wh. Lib.	\$300.00
30460	474	LINDA POORTENGA	6/13/2011	Mileage: B2B Mtg	\$48.45
30461	475	LOOKOUT BOOKS	6/13/2011	Books	\$402.00
30462	476	MOTION PICTURE LICENSING	6/13/2011	License Certificate - DeM. Lib (5/24/11-5/24/2012)	\$100.00
30463	477	MIDWEST TAPE	6/13/2011	DVDs	\$46.97
30464	478	NANCY PHILLIPS	6/13/2011	Star Wars Event expenses, Storytime, paper plates for crafts - Rens Ch. Dept	\$19.35
30465	479	NORTHWESTERN INDIANA TE	6/13/2011	DeMotte Local Phone Service-June	\$171.65
30466	480	ORIENTAL TRADING CO., INC	6/13/2011	Summer Rdg prizes/giveaways-DeM Lib.	\$142.63
30467	481	PATTY STRINGFELLOW	6/13/2011	Mileage: Mgmt Mtg, MCLS Wkshp, ASPIN Supervisor Wkshp, Branch Mgr Mtg, & Wh. Lib Lawn Mtnce Mtg	\$136.68
30468	482	POST TRIBUNE PUBLISHING, I	6/13/2011	DeM Subscripton- 6/25/11-6/22/12	\$195.00
30469	483	PRECISION CONTROL SYSTE	6/13/2011	2nd Qtr Mtnce-D & R; Boiler Relief & Pressure Relief Valve repairs-Rens; repaired condensate drain -Boiler #2, reset VAV#3, Di-Electric Union leaking, repacked isolation valves, bleed air from line-DeM. Lib.	\$5,564.03
30470	484	PROQUEST LLC	6/13/2011	Rens. Republican newspaper microfilm, 9/1-12/31/10	\$93.49
30471	485	QUILL CORPORATION	6/13/2011	Laser & Inkjet Cartridges, Labels, Typewriter ribbon, markers	\$700.37
30472	486	REBECCA AMALONG	6/13/2011	Mileage: Supervisory Workshop Carpool, IOLUG Mtg	\$116.79
30473	487	RECORDED BOOKS, LLC	6/13/2011	Audiobooks	\$225.60
30474	488	ROSEN PUBLISHING	6/13/2011	Books	\$800.55
30475	489	ROTARY CLUB of RENSSELAE	6/13/2011	March/April Dues	\$27.00
30476	490	SCHOLASTIC LIBRARY PUBLI	6/13/2011	Books	\$1,453.99
30477	491	SHOWCASES	6/13/2011	Double DVD Cases	\$213.00
30478	492	STEVE M. WALDEN	6/13/2011	Prof. Steve's Wide Wild World of Science Show, June 14-15, 2011-DeM, Ren, Whtfld	\$850.00
30479	493	SUE TOBIAS	6/13/2011	Mileage: Post Office, Bank Deposits, SHRM Mtg, deliver Credit Card-Wh. (5/2-31)	\$51.10
30480	494	SVT, LLC	6/13/2011	Third Thursday Program expenses-Rens	\$24.22
30481	495	THE LIBRARY CORPORATION	6/13/2011	Reports Mgr renewal, 7/2011thru 6/2012	\$300.00
30482	496	TODD W. LUKE	6/13/2011	Outdoor bulbs, repair to dumpster gate	\$22.67
0	497	TOWN OF DEMOTTE	6/13/2011	EFT - Sewer Services-DeM (May) -conf #QBCB6YZN	\$69.80
0	498	TOWN OF WHEATFIELD SEW	6/13/2011	Sewer Services @ Whtfld Lib (June) - Conf #XB8B6YZN	\$56.65
30483	499	TRAVELER'S DREAM	6/13/2011	DeM. Summer Rdg Program-Professional speaker, 7/5/11	\$300.00
30484	500	TRUGREEN CHEMLAWN	6/13/2011	Applescab Applications-2 (DeM. Lib); Landscape Weed Control-Wh. Lib.	\$323.20
30485	501	UNIQUE MANAGEMENT SERVI	6/13/2011	Initial & Secondary Placements-April & May 2011	\$291.17
30486	502	VISION SERVICE PLAN- (IN)	6/13/2011	Vision Premium-19 employees, June 2011	\$200.92
30487	503	WAL-MART COMMUNITY/GEM	6/13/2011	DVDs, Software, CDs, Copy Paper, doublesided tape, Mtg Rm Supplies, Tuesday Movie Night expenses, ch. & teen prog supplies, summer rdg supplies/prizes, glue sticks, etc.	\$2,993.31
30488	504	WASTE MANAGEMENT	6/13/2011	Trash Pick-up (DeM) June	\$35.93
30489	505	WHEATFIELD CHAMBER OF C	6/13/2011	Membership Dues 2011-12	\$100.00
30490	506	H.L. MOHLER & ASSOCIATES	6/13/2011	Preparation for Rensselaer Parking Lot Bid Documents	\$2,230.00
127	507	JASPER COUNTY PUBLIC LIB	6/13/2011	Bank Transfer for Professional services to H.L. Mohler (Rensselaer Parking Lot project) - See A/P #506	\$2,230.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
1048	508	JASPER COUNTY PUBLIC LIB	6/13/2011	Bank Transfer to Operating fund for better interest rate	\$16,000.00
30491	509	INDIANA STATE LIBRARY	6/13/2011	Info Express Delivery Services, 7/1/2011-6/30/2012 (2 day/wk)	\$525.00
30492	510	NIPSCO	6/13/2011	Wheatfield Utilities, 5/3-6/3/2011	\$1,749.43
30493	511	WHEATFIELD FRIENDS OF LIB	6/13/2011	Reimburse for Looking Glass Program (Nick Thomas), 6/7/11	\$30.00
30495	512	BANK OF NEW YORK MELLON	6/13/2011	Bond Payment of 2004, Principle and Interest - Due 7/15/11	\$159,483.75
30496	513	NIPSCO	6/13/2011	DeMotte Utilities, 5/6-6/7/11	\$3,178.69
0	514	PAYROLL	6/24/2011	PAYROLL	\$46,819.20
0	515	AFLAC	6/24/2011	Supplemental Ins. Premium-June (ONLINE Banking #1B5B8YDP)	\$209.48
0	516	CENTURYLINK	6/24/2011	Local Phones-Wheatfield, June 2011 ONLINE Pymt (Conf #FB5BTYWO & 7B7BPYWO)	\$52.86
0	517	CITY OF RENSSELAER	6/24/2011	Utilities, Rens Lib, 5/9-6/7/11 (ONLINE Pymt - Conf #4BFB5YKU)	\$2,723.74
0	518	GREAT-WEST RETIREMENT S	6/24/2011	Annuity w/held from 24 June 11 Payroll-7 participants. (Online Confirmation #6BVBMVQT)	\$1,280.00
0	519	IRS USA TAXPAYMENT	6/24/2011	FICA & Federal Taxes w/held 24 June 11, Ref #73207577	\$10,199.05
0	520	JOSEPH ZELLON	6/24/2011	Courier Mileage-June 1-15, 2011(Online Confirm #KB7BOYYU)	\$336.60
30455	521	JAMES R. LITTLE	6/24/2011	VOID Check & A/P #469 for Soffit Repairs & Mileage At Wh. Lib	(\$22.56)
150196	522	JASPER COUNTY PUBLIC LIB	6/21/2011	Closeout Construction Acct. per board minute approval of 6/12/2011	\$172,284.58
Total Amount of Claims					\$538,135.94

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, June 30, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$538,135.94

Date this 11 day of July, 2011.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

June 30, 2011

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	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$3,455.69	\$17,432.62
DeMotte	\$1,056.76	\$6,576.93		
Rensselaer	\$1,233.51	\$6,273.44		
Wheatfield	\$1,165.42	\$4,582.25		
PHOTOCOPIES:			\$820.59	\$5,014.32
DeMotte	\$311.00	\$2,018.35		
Rensselaer	\$355.24	\$1,898.56		
Wheatfield	\$154.35	\$1,097.41		
INTEREST (Checking, Repurchase, CDs):.....			\$421.73	\$2,598.23
TAXES:			\$348,162.59	\$869,343.87
Property Tax	\$236,716.28	\$405,191.95		
LOIT	\$16,336.00	\$98,016.00		
License Excise Tax	\$42,141.65	\$42,141.65		
Financial Institution Tax	\$0.00	\$1,019.65		
CVET(Commercial Vehicle Excise)	\$0.00	\$5,162.66		
Local Option/Certified Shares	\$43,842.33	\$263,053.98		
Local Option/Property Tax Repl.	\$9,126.33	\$54,757.98		
TAXABLE SALES:-.....			\$66.56	\$150.63
REFUNDS:			\$745.84	\$981.67
Rebates/Refund	\$30.00	\$60.58		
Insurance Claims/Reimbursements	\$0.00	\$22.25		
Meeting Room Rental	\$150.00	\$300.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$33.00		
Miscellaneous Receipts	\$565.84	\$565.84		
TOTAL OPERATING FUND RECEIPTS.....			\$353,673.00	\$895,521.34
PLAC FUND:.....			\$0.00	\$0.00
PLAC FUNDS:			\$875.17	\$8,163.00
DeMotte	\$582.34	\$1,682.78		
Rensselaer	\$10.00	\$4,887.45		
Wheatfield	\$282.83	\$1,592.77		
LIB. IMPROV. RESERVE FUND:			\$94.48	\$525.32
Interest Earned	\$94.48	\$525.32		
BOND & INTEREST REDEMPTION FUND:			\$278,876.99	\$347,131.24
Property Tax	\$93,124.47	\$159,402.93		
License Excise Tax	\$13,467.94	\$13,467.94		
Financial Institution Tax	\$0.00	\$325.87		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,649.92		
Interfund Transfer from BIRF	\$172,284.58	\$172,284.58		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$80,717.02	\$133,362.10
Interest Earned	\$256.99	\$1,381.07		
Property Tax	\$70,293.91	\$120,323.51		
License Excise Tax	\$10,166.12	\$10,166.12		
Financial Institution Tax	\$0.00	\$245.98		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,245.42		
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00
LEVY EXCESS FUND:.....			\$0.00	\$0.00
SALES TAX:.....			\$4.62	\$20.43
CONSTRUCTION FUND:			\$56.65	\$495.74
Interest Earned	\$56.65	\$245.74		
Reimbursement	\$0.00	\$250.00		
CASH CHANGE FUND			\$0.00	\$60.00
SUB-TOTAL (page 1).....			\$714,297.93	\$1,385,279.17

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$8,584.90	\$49,527.86	\$27,945.06	\$162,533.22
FICA Collected	\$5,221.90	\$30,075.62		
State Tax Collected	\$3,463.91	\$20,009.83		
County Tax Collected	\$2,575.78	\$14,781.61		
Deferred Comp Plan	\$2,560.00	\$15,320.00		
Pre-tax Insurance Plans	\$3,032.05	\$18,192.30		
Life Insurance	\$135.16	\$820.96		
PERF	\$2,371.36	\$13,805.04		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
EIC	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$742,242.99	\$1,547,812.39

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Voucher List
Jasper County Public Library
Report Date: From 7/1/2011 To 7/11/2011

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
30093	523	INDIANA DEPARTMENT OF RE	7/6/2011	Correct voucher #21 (Sales Tax Collected)	\$0.00
30497	524	4-COUNTY SUPPLY	7/11/2011	Sloan Repair Kit DeMotte Urinal	\$14.43
30499	525	A. C. RICH, INC.	7/11/2011	Wheatfield Meeting Room Partition Repairs	\$419.00
30498	526	AARON'S LAWN CARE	7/11/2011	Lawn Mowing, Pull Weeds, Lay Mulch, Remove Shrubs and Trees and Spread Preene-June 2011	\$2,245.00
30500	527	ACE HARDWARE	7/11/2011	Wasp/Hornet Spray, Bricks, Handicap Sign Repair Supplies, Batteries, Cut Keys, Emergency Weather Radio	\$132.63
0	528	ALLIANCE BANK	7/11/2011	EFT-Payroll Direct Deposit transmissions -June	\$76.70
30501	529	ALLIED WASTE SERVICES #71	7/11/2011	Trash Pick-up-Whitfld Lib July 2011	\$70.18
30502	530	ANGELA BARTON	7/11/2011	Mileage: Books to Bridges, Book Selection Committee, and Mgmt Mtgs	\$90.78
30503	531	ANTHEM BLUE CRO LUE	7/11/2011	Health/Dental Premium-July 2011, 19 employees	\$9,307.62
30504	532	ANTHEM LIFE	7/11/2011	Life Ins. Premium, July 2011	\$103.14
30505	533	BAKER & TAYLOR	7/11/2011	Books, Continuations, AV, Auto. Yours	\$11,899.80
30506	534	BAKER & TAYLOR ENTERTAIN	7/11/2011	DVDs	\$62.24
30507	535	BLUETARP FINANCIAL, INC	7/11/2011	Plywood Board for Rens. Lib. Entryway Floor Buckling	\$6.77
30508	536	BRENDA THOMPSON	7/11/2011	Mileage: Books to Bridges, Book Selection, Mgmt Mtg	\$73.95
30509	537	CAPITAL ONE BANK (USA), NA	7/11/2011	Parking Fee, 4 Chairs, Books, Summer Rdg Expenses, Summer Rdg Prizes, Weather Radio for Ren, Adult Summer Rdg Expenses, B2B Expenses, Children's Supplies, Budgeting Mtg Expenses, and Domain Name Renewal	\$1,172.52
30510	538	CARROT-TOP INDUSTRIES, IN	7/11/2011	1/4" White Wire Flag Rope	\$64.94
30511	539	CDW GOVERNMENT, INC	7/11/2011	LCD Projector	\$638.00
30512	540	CENTER POINT PUBLISHING	7/11/2011	Book	\$29.64
30513	541	CENTURYLINK	7/11/2011	Local Phones-Rens, July	\$107.44
30514	542	CHARLENE MOLENCUPP	7/11/2011	Reimbursement for Lost Book	\$9.20
30515	543	CMS, INC.	7/11/2011	Software Service and Support Renewal	\$1,238.83
30516	544	CULLIGAN OF KOUTS	7/11/2011	Water Cooler Rental - July	\$9.95
30517	545	DAVIDSON TITLES INC.	7/11/2011	Books	\$17.96
30518	546	DEMCO	7/11/2011	Clear Tape, Book Jackets	\$149.61
30519	547	DEMOTTE DECORATIVE STO	7/11/2011	Gold Mulch-10 yds @ Wh. Lib	\$360.00
30520	548	DEPARTMENT OF HOMELAND	7/11/2011	Boiler Inspection	\$75.00
30521	549	DIANA KOOY	7/11/2011	Book, Mileage: B2B, Librarians Council, ILF District Conference	\$177.70
30522	550	DUCKWALL-ALCO STORES, IN	7/11/2011	DeMotte Teen Supplies	\$8.16
30523	551	EDUCATION NETWORKS OF A	7/11/2011	Internet Access for Educators Networks of America	\$885.00
30524	552	EINHORN & BROWN, LLC	7/11/2011	Appraisal of Milroy Collection for Insurance	\$108.63
30525	553	EVELYN BRISTOL	7/11/2011	Books, Supplies B4B Program	\$38.11
30526	554	FASE'S WATER TREATMENT	7/11/2011	16 Bags of Redout	\$196.00
30527	555	FLEX-PAC INC	7/11/2011	Germicidal Cleanser, Gleme Glass Cleaner, Hand Soap, Garbage Liners	\$354.83
30528	556	GAIL EVANS	7/11/2011	Counterparts Expenses, Telephone call (Storm)	\$14.69
30529	557	GALE	7/11/2011	Book	\$256.05
30530	558	GOODWIN FIRE EQUIPMENT, I	7/11/2011	Fire Extinguisher inspection & maintenance-Rens, DeM & Wh. Lib.	\$99.75
30531	559	H. W. WILSON COMPANY	7/11/2011	Books	\$566.00
30532	560	HIGHSMITH CO. INC.	7/11/2011	Inkjet Biblofile Label	\$266.42
30533	561	INDIANA DEPT. OF WORKFOR	7/11/2011	Unemployment Insurance, 2nd qtr 2011	\$634.09
30534	562	INTELLIGENT CLEANING SYS	7/11/2011	Toilet Tissue	\$145.32

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30535	563	JAMES R. LITTLE	7/11/2011	Mileage: Retrieve supplies for handicap sign, materials for soffit	\$28.05
30536	564	KANKAKEE VALLEY PUBLISHI	7/11/2011	Renewal of KV Post (7/22/11-7/22/12)R, (7/25/11-7/25/12)W	\$104.00
30537	565	KAPER'S BUILDING MATERIAL	7/11/2011	Vented Soffit	\$14.91
30538	566	KAPCO	7/11/2011	Repair Tape, Book Covers	\$577.95
30539	567	KIM DELGER	7/11/2011	Book Discussion Expenses	\$79.97
30540	568	KIRBY RISK CORPORATION	7/11/2011	12 - 2' Fluorescent Bulbs	\$71.76
30541	569	LANDMARK AUDIOBOOKS	7/11/2011	Audiobooks	\$33.30
30542	570	LINDA THOMPSON	7/11/2011	Mileage: New Technologies Mtg, Bank Deposit	\$12.24
30543	571	MICHELLE CANNON	7/11/2011	Reimbursement of returned book	\$11.97
30544	572	MIDWEST COLLABORATIVE F	7/11/2011	Online Databases (Tumblebook, Ancestry Library, & Heritage Quest)	\$2,647.57
30545	573	MIDWEST TAPE	7/11/2011	DVDs	\$222.64
30546	574	NANETTE SPEACHT	7/11/2011	Mileage: Reader's Advisory Mtg, Circ Counterparts Mtg	\$52.53
30547	575	NORTHWESTERN INDIANA TE	7/11/2011	DeMotte Local Phone Service-July	\$171.46
30548	576	OFFICE DEPOT	7/11/2011	Hole Punch, Binder, Envelopes, Toner, Scissors, Flashdrive, Film Protector	\$287.70
30549	577	ORIENTAL TRADING CO., INC	7/11/2011	Summer Rdg Expenses	\$19.94
30550	578	PATTY STRINGFELLOW	7/11/2011	Mileage: Branch Visits, Gateway Training	\$103.02
30551	579	PUBLIC EMPLOYEES' RETIRE	7/11/2011	PERF 2nd Qtr 2011 contributions	\$25,262.08
30552	580	POSTMASTER	7/11/2011	Stamps-2000 Forever Stamps (\$.44), 100-64 cent stamps	\$944.00
30553	581	PRECISION CONTROL SYSTE	7/11/2011	A/C was down in need of Contractor Coil, Chiller Down came and found multiple alarms going off, reset chiller and alarms, need to replace switch, Odor at DeMotte Lounge, checked.	\$775.39
30554	582	QUILL CORPORATION	7/11/2011	Chair mat, Legal size folders, Copy Paper, Paper Towels, Multi-fold towels, Laserjet	\$804.69
30555	583	RAYANN GILMORE	7/11/2011	Mileage: Technology Committee Mtg	\$22.44
30556	584	RENSSELAER CHAMBER OF C	7/11/2011	Chamber Mtg Expenses	\$48.00
30557	585	REGENT BOOK CO., INC.	7/11/2011	Books- BH&G Kitchen & Bath Ideas	\$13.67
30558	586	RMC IMAGING, INC	7/11/2011	Annual ST-200 Scanner Mrtnce/Software Support @ R&D	\$1,625.00
30559	587	SCHOLASTIC LIBRARY PUBLI	7/11/2011	Books	\$107.50
30560	588	SHEILA MAXWELL	7/11/2011	Couterparts Mtg Expenese, Mileage: Systems Mtg, Mgmt Mtg, Counterparts Mtg, Mtg @ Wh	\$531.37
30561	589	SMARTSIGN	7/11/2011	Signs	\$114.67
30562	590	STANDARD & POOR'S CORP.	7/11/2011	Continuations	\$223.50
30563	591	SUNRISE PACKAGING INC.	7/11/2011	12 Disc Ring Album, 24 Disc Ring Album	\$516.78
30564	592	SVT, LLC	7/11/2011	Mgmt Mtg Expenses	\$21.47
30565	593	TAPED EDITIONS	7/11/2011	Playaways	\$259.20
30566	594	TATE PUBLISHING	7/11/2011	Book	\$11.00
30567	595	TOWN OF WHEATFIELD SEW	7/11/2011	Sewer Services @ Whtfld Lib July	\$56.65
30568	596	TOWN OF DEMOTTE	7/11/2011	Sewer Services-DeM (June)	\$69.80
30569	597	TRUGREEN CHEMLAWN	7/11/2011	Spray Applescab, Early Foliage Treatment	\$160.20
30570	598	ULINE	7/11/2011	Blue Laser Labels, CD Cases	\$273.55
30571	599	VISION SERVICE PLAN- (IN)	7/11/2011	Vision Premium-19 employees, July 2011	\$200.92
30572	600	WAL-MART COMMUNITY/GEM	7/11/2011	Children's Supplies, Magazines, Toilet Cleaner, Summer Rdg Supplies, DVDs, Teen Program Expenses, Craft Supplies for B4B, Ttape Refill, Chlorax Wipes, Batteries	\$1,042.93
30573	601	WASTE MANAGEMENT	7/11/2011	Trash Pick-up (DeM) July	\$53.75
30574	602	WISEMAN TREE SERVICE	7/11/2011	Remove Branches from Roof, Sidewalks, and Driveway, Clean up of Fallen Pine Tree due to Storm of June 4, 2011	\$1,050.00
30575	603	YVONNE DEL VECCHIO	7/11/2011	Mileage: Walking books, Community and Program Notices	\$34.43
30500	604	ROEING CORP.	7/11/2011	Tech Maintenance Support - 4th Installment 2011	\$7,500.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$78,288.08

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, July 06, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$78,288.08

Date this 11th day of July, 2011.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

AUG.

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, August 8, 2011, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of July Board Meeting
Bills/Financial Reports
Policy Review (R 10)

General Business

Rensselaer Library Parking Lot (R 12)
Webmaster Report (R 12)
Resolution to Continue in the
Public Library Internet Consortium (R 12)
Jody Melton-Oath of Office (R 12)

Action
Information

Action
Action

Director's Report (R 12-R 16)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

July 11, 2011
Rensselaer Library

Present: Jody Melton, Mari Anne Sayler, Janelle Harper, Natalie Waling, Timothy Schultz Jr., Deana George, Janet Umlauf, Patricia Stringfellow, & Gail Evans.

Agenda & Consent Agenda Approval: The Consent Agenda and Agenda items, June Board Meeting Minutes, bills/financial reports, Internet Librarian Conference attendance, Public Records Policy, and Public Relations/Information Policy as presented with no changes, were approved on a motion by M. Sayler, seconded by D. George. Motion passed.

Budget 2012: Budget Committee comprised of T. Schultz, M. Sayler, J. Umlauf, J. Melton, met with the Director and Business Manager on July 7, 2011 to study the proposed 2012 budgets. P. Stringfellow explained the process in developing the operating budget, how we arrived at a figure for specific line items, and the new Gateway system for submitting the budgets that all units of government are required to use online. At the Board meeting each board member received a comparison of past budgets and the proposed 2012 Operating budget along with a narrative description of the line items. T. Schultz, Budget Committee Chairperson, guided the board through these reports and explained that the library's budget was equal to the Average Growth Quotient of 2.9% allowed by DLGF. The total of the combined budgets Operating, BIRF, LIRF, is \$2,640,605. Since the board did not do a CPF Plan for 2012; we did not need to budget for it. Rainy Day Fund was also not budgeted for. On a motion by J. Umlauf, seconded by N. Waling, the board moved to advertise the budgets. Motion passed.

The 2012 budgets will be presented to the County Council for their non-binding review on August 19th at 2:45 PM. Board members are invited to attend. The budget hearing is slated to be held at the September Board Meeting with adoption at the October Board Meeting.

Bank Depository: Wheatfield Library staff must travel eight miles round trip to make their daily bank deposits to the DeMotte State Bank. The PNC Bank is located within a very short distance from the library and is an approved State Board of Accounts depository. M. Sayler moved, seconded by D. George, to add the PNC as one of our depositories. Motion was unanimous.

DeMotte Library Adjusted Hours: The Rotary Club Ramble is held annually. This year it will be on Saturday, August 13th from 8:00 AM to 12:00 PM. The Ramble is highly attended resulting in much congestion in and around the library property. The run's starting point is in the DeMotte Elementary School Parking Lot and ending at 9th Street by the library. In the past the foyer doors have been kept open for the public to access the bathrooms and for the Friends of Library book sale. D. George moved to modify the DeMotte Library's hours for this day and open from 12:00 to 5:00 PM. Motion passed.

Director's Report:

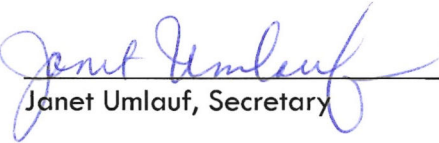
- The Tuesday after Memorial Day weekend the foyer tile floor in Rensselaer Library buckled. The loose tiles were removed with no obvious reason noted for this occurrence. We asked Andy Andree to stop by to see the area, and he could not give a definitive reason for it either. Our Maintenance person spoke with a tile layer and it was his thought that over time moisture may have gotten under them causing them to delaminate and eventually loosened them up to cause the heaving. We will know more soon whether

we need to replace the tile floor or if it can be repaired.

- We had a Common Construction Wage Hearing to establish a prevailing wage on July 5th for our Parking Lot Expansion Project. The union wage was adopted. In August we will learn the County Drainage Board's determination on whether or not we will be required to have a retention pond. It is hoped that we will have all of the information necessary for the Board to continue their discussion of this project at our August meeting.
- Von Excavating will be constructing the berm at the Wheatfield bowling alley. We have seen some people on site.
- Since 1998 the board has allowed staff an hour of paid time to have a Christmas Party in December. We have a diverse staff. Some do not celebrate holidays. The Library Director approved the DeMotte Library's request of an alternative way to celebrate as a staff appreciation event mid-year.
- Appraiser Donna Einhorn was excited to view the Milroy artifacts. Since we do not have a large budget to devote to this, at the Director's request, she will be providing a quote that reflects carving up this project into smaller segments to make it more manageable. We invited her input on prioritization and asked for her recommendation on presentation and upkeep.
- Friends of Rensselaer Library are hosting a Wine Tasting Event at the Carnegie Center on July 23. Tickets are on sale at the library.
- Automatic Door Grant was denied by SIA. They had 92 applications. We were encouraged to apply for the second round, and we will. This is the third grant we have attempted with this project.

Future Agendas: Rensselaer Parking Lot, Webmaster Report, Executive Session, 6:00 PM, Aug 8th with Board Mtg following at 6:15PM

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn, seconded by D. George at 6:39 PM.



Janet Umlauf, Secretary



Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE

July 2011

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	13	0	0	13
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	19	0	0	19
Award Winning non-fiction (DAWN)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	41	1	1	43
Blu-Ray (DBR)	0	0	0	0
Books on CD (DBKCD)	173	6	1	180
Books on Tape (DBKT)	3	1	0	4
Compact Disc (DCD)	365	12	13	390
Digital Audiobooks (DDA)	5	1	0	6
DVD (DDVD)	1666	24	4	1694
Equipment (DEQP)	110	0	5	115
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	59	0	0	59
Fiction (DFIC)	1140	28	27	1195
Fiction Fantasy (DFICF)	24	5	0	29
Fiction Mystery (DFICM)	226	5	4	235
Fiction New (DFICNEW)	496	16	14	526
Fiction Science Fiction (DFICSF)	9	1	0	10
Fiction Western (DFICW)	13	0	2	15
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	54	0	1	55
Hanging Bags (DHANG)	18	0	2	20
ILL (DILL)	46	0	0	46
Internet (DINTER)	1342	0	2	1344
Juv. Audio book (DJAUDB)	57	1	0	58
Juv. Biography (DJBIO)	53	1	2	56
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	74	0	0	74
Juvenile Easy (DJE)	780	8	5	793
Juv. Easy Non-fiction (DJENF)	42	0	0	42
Juv. Easy Reader (DJER)	405	2	4	411
Juv. Fiction (DJFIC)	669	18	5	692
Juv. Holiday books (DJHOL)	28	1	0	29
Juv. Magazine (DJMAG)	69	1	0	70
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	425	29	0	454
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	83	0	0	83

Large Print Fiction (DLPF)	210	3	1	214
Large Print Nonfic (DLPNF)	6	0	0	6
Magazine (DMAG)	786	3	7	796
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	10	0	0	10
Nonfiction 100 (DNF100)	16	1	1	18
Nonfiction 200 (DNF200)	21	1	0	22
Nonfiction 300 (DNF300)	69	2	2	73
Nonfiction 400 (DNF400)	7	0	1	8
Nonfiction 500 (DNF500)	28	1	2	31
Nonfiction 600 (DNF600)	238	6	9	253
Nonfiction 700 (DNF700)	95	14	3	112
Nonfiction 800 (DNF800)	19	2	3	24
Nonfiction 900 (DNF900)	53	2	1	56
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	54	0	0	54
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	110	5	6	121
Nonfiction VHS (DNFVHS)	5	2	0	7
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	4	0	0	4
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	10	0	0	10
Software (DSWAR)	44	1	8	53
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	96	0	1	97
YA Audio book (DYAUDB)	17	1	0	18
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	296	4	12	312
YA Music CD (DYACD)	2	0	0	2
YA Nonfiction (DYANF)	20	0	0	20
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	8	0	1	9
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	34	2	38
Blu-Ray (RBR)	0	11	0	11
Books on CD (RBKCD)	2	167	6	175
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	8	225	16	249
Digital Audiobooks (RDA)	0	4	0	4
DVD (RDVD)	13	2375	8	2396
Equipment (REQP)	0	105	0	105
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	43	0	43
Fiction (RFIC)	31	779	30	840
Fiction New (RFICNEW)	24	381	6	411

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	10	154	8	172
Hanging Bag (RHANG)	0	24	0	24
ILL (RILL)	0	38	4	42
Internet (RINTER)	0	2152	0	2152
Juv. Audio book (RJAUDB)	1	11	1	13
Juv. Biography (RJBIO)	12	20	0	32
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	25	2	28
Juvenile Easy (RJE)	8	685	1	694
Juv. Easy Non-fiction (RJENF)	1	46	0	47
Juv. Easy Reader (RJER)	1	231	0	232
Juv. Fiction (RJFIC)	26	537	6	569
Juv. Magazine (RJMAG)	0	31	0	31
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	3	374	1	378
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	2	0	2
Juv. Reference (RJREF)	0	2	0	2
Juv. Toddler (RJTOD)	0	153	0	153
Large Print Fiction (RLPF)	13	205	5	223
Large Print Nonfic (RLPNF)	2	5	0	7
Magazine (RMAG)	0	526	3	529
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	10	0	10
Non-Fiction 100 (RNF100)	6	27	1	34
Non-Fiction 200 (RNF200)	3	34	3	40
Non-Fiction 300 (RNF300)	2	66	4	72
Non-Fiction 400 (RNF400)	2	3	0	5
Non-Fiction 500 (RNF500)	1	18	0	19
Non-Fiction 600 (RNF600)	13	212	15	240
Non-Fiction 700 (RNF700)	5	82	3	90
Non-Fiction 800 (RNF800)	3	13	0	16
Non-Fiction 900 (RNF900)	2	52	0	54
Nonfiction Blu-Ray (RNFBFR)	0	0	0	0
Nonfiction DVD (RNFDVD)	1	143	1	145
Nonfiction (RNFIC)	0	1	0	1
Nonfiction new (RNFNEW)	10	220	4	234
Nonfiction VHS (RNFVHS)	0	8	0	8
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	7	0	7
Software (RSWAR)	0	96	0	96
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	9	0	9
YA Audio book (RYAUDB)	3	11	1	15
YA Biography (RYAB)	0	0	0	0

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	23	310	11	344
YA Music CD (RYACD)	1	151	7	159
YA Nonfiction (RYANF)	3	18	0	21
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	2	15	18
Blu-Ray (WBR)	0	0	0	0
Books on CD (WBKCD)	10	15	168	193
Books on Tape (WBKT)	5	0	9	14
Compact Disc (WCD)	9	28	334	371
Digital Audiobooks (WDA)	0	0	0	0
DVD (WDVD)	9	19	1772	1800
Equipment (WEQP)	0	0	44	44
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	30	30
Fiction (WFIC)	57	24	379	460
Fiction Fantasy (WFICF)	2	1	9	12
Fiction Mystery (WFICM)	2	5	85	92
Fiction New (WFICNEW)	31	21	330	382
Fiction Science Fiction (WFICSF)	0	1	11	12
Fiction Western (WFICW)	0	0	5	5
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	33	33
Hanging Bags (WHANG)	0	0	24	24
ILL (WILL)	0	0	27	27
Internet (WINTER)	0	0	1182	1182
Juv. Audio book (WJAUDB)	2	0	18	20
Juv. Biography (WJBIO)	0	3	7	10
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	1	1
Juv. Compact Disc (WJCD)	0	1	34	35
Juvenile Easy (WJE)	11	3	476	490
Juv. Easy Non-fiction (WJENF)	1	1	107	109
Juv. Easy Reader (WJER)	11	1	239	251
Juv. Fiction (WJFIC)	15	20	420	455
Juv. Magazine (WJMAG)	2	0	24	26
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	11	11	258	280
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	2	2
Juv. Toddler (WJTOD)	0	0	134	134
Large Print Fiction (WLPF)	21	14	120	155
Large Print Nonfic (WLPNF)	4	3	13	20
Magazine (WMAG)	1	18	326	345
Non-Fiction 000 (WNF000)	1	0	5	6
Non-Fiction 100 (WNF100)	0	2	10	12
Non-Fiction 200 (WNF200)	1	7	21	29
Non-Fiction 300 (WNF300)	5	3	31	39
Non-Fiction 400 (WNF400)	0	0	0	0

Non-Fiction 500 (WNF500)	0	0	22	22
Non-Fiction 600 (WNF600)	6	3	112	121
Non-Fiction 700 (WNF700)	2	0	65	67
Non-Fiction 800 (WNF800)	1	2	1	4
Non-Fiction 900 (WNF900)	2	2	34	38
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	2	1	62	65
Nonfiction (WNFIC)	0	0	6	6
Nonfiction New (WNFNEW)	12	6	94	112
Nonfiction VHS (WNFVHS)	0	1	2	3
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	0	0	41	41
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	1	1	166	168
YA Audio book (WYAUDB)	1	0	4	5
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	4	4
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	11	17	262	290
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	23	23
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	11220	11282	7901	30403

CIRCULATION BY HOLDINGS CODE
June 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	13	0	0	13
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	19	0	0	19
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	44	37	18	99
Blu-Ray (BR)	0	0	0	0
Books on CD (BKCD)	185	188	175	548
Books on Tape (BKT)	8	1	9	18
Compact Disc (CD)	382	265	363	1010
Digital Audiobooks (DA)	5	5	0	10
DVD (DVD)	1688	2418	1784	5890
Equipment (EQP)	110	105	49	264
See librarian (ERR)	0	0	0	0

Express Book (EXP)	59	43	30	132
Fiction (FIC)	1228	831	436	2495
Fiction Fantasy (FICF)	26	6	9	41
Fiction Mystery (FICM)	228	10	89	327
Fiction New (FICNEW)	551	418	350	1319
Fiction Science Fiction (FICSF)	9	2	11	22
Fiction Western (FICW)	13	0	7	20
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	64	154	42	260
Hanging Bags (HANG)	18	24	26	68
ILL (ILL)	46	38	31	115
Internet (INTR)	1342	2152	1182	4676
Juv. Audio book (JAUDB)	60	12	19	91
Juv. Biography (JBIO)	65	24	9	98
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	1	1
Juv. Compact Disc (JCD)	75	26	36	137
Juvenile Easy (JE)	799	696	482	1977
Juv. Easy Non-Fiction (JENF)	44	47	107	198
Juv. Easy Reader (JER)	417	234	243	894
Juv. Fiction (JFIC)	710	575	431	1716
Juv. Holiday (JHOL)	28	1	0	29
Juv. Magazine (JMAG)	71	32	24	127
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	439	414	259	1112
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	2	0	2
Juv. Reference (JREF)	1	2	2	5
Juv. Toddler (JTOD)	83	153	134	370
Large Print Fiction (LPF)	244	222	126	592
Large Print Nonfic (LPNF)	12	8	13	33
Magazine (MAG)	787	547	336	1670
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	11	10	5	26
Non-Fiction 100 (NF100)	22	30	12	64
Non-Fiction 200 (NF200)	25	42	24	91
Non-Fiction 300 (NF300)	76	71	37	184
Non-Fiction 400 (NF400)	9	3	1	13
Non-Fiction 500 (NF500)	29	19	24	72
Non-Fiction 600 (NF600)	257	221	136	614
Non-Fiction 700 (NF700)	102	96	71	269
Non-Fiction 800 (NF800)	23	17	4	44
Non-Fiction 900 (NF900)	57	56	35	148
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	57	144	63	264
Nonfiction (NFIC)	1	1	6	8
Nonfiction New (NFNEW)	132	231	104	467
Nonfiction VHS (NFVH)	5	11	2	18
Oversize (OVER)	0	0	0	0
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	4	0	0	4

Reference (REF)	0	0	0	0
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	10	7	1	18
Software (SWAR)	44	97	49	190
Vertical File (VF)	55	47	34	136
VHS	97	10	167	274
YA Audio book (YAUDB)	21	12	5	38
YA Biography (YAB)	1	0	0	1
YA Books on CD (YABKCD)	0	0	4	4
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	330	331	285	946
YA Music CD (YACD)	3	151	7	161
YA Nonfiction (YANF)	23	18	23	64
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	8	0	1	9
				0
Free reads	473	423	172	1068
Games/Puzzles	2	40	0	42
Talking books	0	3	2	5
Assignment Shelf Books	0	0	0	0
TOTAL	11750	11784	8107	31641

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2839	1955	1231	6025
Nonfiction	856	888	522	2266
CHILDREN'S BOOKS				
Fiction	2041	1658	1290	4989
Nonfiction	581	490	377	1448
YA BOOKS				
Fiction	394	485	327	1206
Nonfiction	24	18	23	65
Magazines, Adult	787	547	336	1670
Magazines, Children	71	32	24	127
Sound Recordings, adult	601	474	558	1633
Sound Recordings, ch	156	213	89	458
Online databases	0	0	0	0
Software	44	97	49	190
Vertical file	55	47	34	136
VHS/DVD/Blu-Ray	1847	2583	2016	6446
Equipment	110	105	49	264
Total	10406	9592	6925	26923
A-V Circulation				
A-V Circulation	2648	3367	2712	8727
A-V Circulation as % of total	25.4%	35.1%	39.2%	32.4%

July 2011

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Total Circ.
ADULT BOOKS										
Fiction	79	40	2,839	58	2	1,955	73	1	1,231	6,025
Nonfiction	63	14	856	126	51	888	52	3	522	2,266
CHILDREN'S BKS										
Fiction	96	5	2,041	73	3	1,658	67	1	1,290	4,989
Nonfiction	32	0	581	37	0	490	27	1	377	1,448
YA BOOKS										
Fiction	23	2	394	20	1	485	26	0	327	1,206
Nonfiction	0	0	24	3	17	18	1	0	23	65
Magazines,Adult			787			547			336	1,670
Magazines, Child			71			32			24	127
Games, Toys										0
Sound Rec/Adult	5	3	601	31	1	474	16	3	558	1,633
Sound Rec/Child	0	3	156	28	0	213	2	0	89	458
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	0	0	44	0	0	97	0	0	49	190
Vertical Files	0	0	55	0	0	47	0	0	34	136
VHS/DVD	29	114	1,847	67	5	2,583	30	86	2,016	6,446
Equipment			110			105			49	264
TOTAL	327	181	10,406	443	80	9,592	294	95	6,925	26,923

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	72,557	62,711	47,432
Circulation Increase/Decrease	-6.5%	-14.7%	-4.7%
XX			
MONTHLY SYSTEM STATISTICS	2010	2011	% change
Current month's Circulation	29,648	26,923	-9.2%
Jan. to date circulation	202,279	184,234	-8.9%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
20,361	20,400	11,663	11,719	12,430	12,502 Fiction
18,804	18,853	20,139	20,214	9,895	9,944 Nonfiction
					CHILDREN'S BKS
13,751	13,842	11,590	11,660	9,933	9,999 Fiction
9,049	9,081	6,282	6,319	5,415	5,441 Nonfiction
					YA BOOKS
2,044	2,065	2,449	2,468	1,950	1,976 Fiction
505	505	702	688	199	200 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,008	3,010	3,455	3,485	3,374	3,387 Sound Rec/Adult
691	688	327	355	703	705 Sound Rec/Child
19	19	29	29	7	7 Online Databases
374	374	357	357	182	182 Software
2	2			4	4 Vertical Files
3,685	3,600	5,193	5,255	3,084	3,028 VHS/DVD
118	118	142	142	57	57 Equipment
72,411	72,557	62,348	62,711	47,233	47,432 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

July 2011

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	185	40	233	50	282	61	700	152
LOCAL HISTORY								
In person	4	1	7	2	2	1	13	4
Letters written	0	0	4	4	0	0	4	4
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1342	56	2152	90	1182	49	4676	195
Computer software used	211	18	156	13	137	11	504	42
VCR Use	0	0	0	0	0	0	0	0
Microforms	2	0	8	1		0	10	1
CD ROM/Online databases	239	20	383	32	191	16	813	68
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	3	1	1	0	8	3	12	4
OTHER LIBRARY SERVICES USED								
Outreach activities	33	33	16	11	0	0	49	33
Notarized documents	9	2	4	1	2	1	15	4
Meeting Room Use (no. of group	22	7	51	17	19	6	92	31
Study room use	25	2	29	2	47	4	101	8
Proctoring	3	2	2	1	1	1	6	3
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							98	
IN-HOUSE USE ITEMS	163		512		169		844	
WIRELESS USE via patron owned pcs	295		314		174		783	
SELF-CHECKOUT USE	495		876		614		1985	
INTERLIBRARY LOANS								
Requests made for:	69	17	53	13	24	6	146	37
Items rec'd for:	55	28	47	24	34	17	136	68
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8589	8625	4853	22067
Non-resident, paying	1	4	0	5
PLAC card users	0	4	0	4
Reciprocal borrowers	414	447	92	953
Number of New Patrons Added	54	56	27	137

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	1	6	2	12	3	18
Children's Programs (0-13)	4	24	6	36	5	30	15	90
Number attending	115		106		109		330	
YA Programs (14-17)	2	12	1	6	1	6	4	24
Number attending	56		37		43		136	
Adult Programs	2	12	4	24	0	0	6	36
Number attending	481		108		34		623	
Senior Citizen Programs	10	60	3	18	5	30	18	108
Number attending	92		59		43		194	
Total Number of Programs	18	108	15	90	13	78	46	276
Total Persons Attending	744		310		229		1283	
Total Attending Same Month Last	482		340		218		1040	
Total Staff Hours Spent		335		351		253	939	928
Total Number of In-House Program	11		14		13		38	
Total Attendance	685		292		229		1206	
Total Number of Outreach Program	7		1		0		8	
Total Attendance	59		18		0		77	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7042	68.0%	6014	62.7%	4506	65.4%	17562	65.4%
Corporate	0	0.0%	55	0.6%	0	0.0%	55	0.2%
Juvenile 0-11	373	3.6%	330	3.4%	241	3.5%	944	3.5%
Juvenile-AV	1456	14.1%	1388	14.5%	1084	15.7%	3928	14.6%
Nonresident No Fee	45	0.4%	59	0.6%	96	1.4%	200	0.7%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	487	4.7%	268	2.8%	136	2.0%	891	3.3%
Reciprocal Juvenile	2	0.0%	3	0.0%	0	0.0%	5	0.0%
Reciprocal Juvenile AV	15	0.1%	41	0.4%	0	0.0%	56	0.2%
Reciprocal YA	19	0.2%	4	0.0%	0	0.0%	23	0.1%
Reciprocal YA AV	0	0.0%	14	0.1%	5	0.1%	19	0.1%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Staff	528	5.1%	861	9.0%	440	6.4%	1829	6.8%
Walking books	45	0.4%	62	0.6%	0	0.0%	107	0.4%
YA 12-17	40	0.4%	81	0.8%	26	0.4%	147	4.0%
YA-AV	301	2.9%	411	4.3%	357	5.2%	1069	4.0%
Total	10353		9593		6891		26837	
All items borrowed by nonresidents	568	5.5%	391	4.1%	237	3.4%	1196	4.5%

**Salary Ordinance 2011
Updated 8/8/11**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Keegan Starkey	Page	\$7.25	8/4/11	10	D

We hired Keegan Starkey as DeMotte page, replacing Deb Kristoff who resigned her Page position. Deb continues to work for JCPL in other capacities. She no longer wanted DeMotte Page hours so resigned that position.

We have examined and approved the changes to the 2011 Jasper County Public Library Salary Ordinance. Dated 8/8/11.

<u>Paul L. Nixon</u>	<u>Timothy H. Schertz</u>
<u>Mari Anne Sayler</u>	<u>Janet Humlauf</u>
<u>Kathleen A. Melling</u>	
<u>Greg Metten</u>	

PHOTOGRAPHY, VIDEOTAPING, AND OTHER RECORDING DEVICES POLICY

INDIVIDUAL PHOTOGRAPHY/VIDEOTAPING

Persons photographing, videotaping, or recording on library premises have the responsibility for obtaining the necessary releases and permissions from persons who are to be photographed, videotaped, or recorded. Taking photographs or videotaping of a minor, an individual under the age of 18, requires the permission of the minor's parent or guardian. The library undertakes no responsibility for obtaining these releases.

COMMERCIAL PHOTOGRAPHY/VIDEOTAPING

The library does not permit commercial photography or filming. Any exception requires the express written permission from the Library Director.

Community organizations holding scheduled events or meetings in the library study or meeting rooms may arrange for their own ~~commercial~~ photography or videotaping/recording of their event. Such ~~commercial~~ photography and videotaping is restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions.

LIBRARY STAFF PHOTOGRAPHY/VIDEOTAPING

We often take pictures or shoot videos at library events to use in library publicity materials and on our website. The library reserves the right to document its services and the public's use of the library. Official representatives of the library may take photographs, videotape, or use other recording devices within the library and at library-related events and activities for library purposes. These photographs and video may be copied, displayed, published (including on the library's website), and telecast for such purposes as promotion, publicity, and news to inform the public about the library. All such photography/videotaping will be in accordance with library procedures.

If individuals do not wish us to use a picture or video of them or their child, they should tell a library staff member prior to the event.

This policy extends to photographs and filming by library staff at Friends of the Library events and at library booths and programs at public events in the community.

Photography, videotaping, or use of other recording devices may not interfere with the provision of library services. Staff will terminate any photography, videotaping, or recording session that appears to compromise public safety or security.

12/09; revised 8/11

COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR
PUBLIC LIBRARY INTERNET ACCESS for
FUNDING YEAR 2012 - JULY 1, 2012 THROUGH JUNE 30, 2013

WHEREAS, the board of the Jasper County Public Library has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and

WHEREAS, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

1. Filtering all computers in order to receive the e-Rate discount on vendor invoices (If the library chooses not to filter, they can be in the consortium and not receive e-rate discount, but may be eligible for reimbursement from State Technology Grant Fund.);
2. ensuring that the total cost of non e-rate services is included in at least one fund budget;
3. assuming financial responsibility for non-eRate portion that may not be covered by the State Technology Grant Fund;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

WHEREAS, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the consortium, or by failing to abide by the Consortium rules, the library will lose the benefits.

NOW THEREFORE BE IT RESOLVED that the library shall be a member of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

DULY ADOPTED by the Board of Trustees of the Jasper County Public Library at its regular meeting held on the 8th day of August, 2011, at which meeting a quorum was present.

NAY

AYE

Janell Z. Harper
MariAnne Taylor
Natalie A. Ubling
Jody Metten
Christina Schuch
Janet Hummel

ATTEST:

Secretary

Janet Hummel

JCPL FINANCIAL STATEMENT

July 31, 2011

F 1

	Beginning 2011 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	\$658,796.81	\$164,289.24	\$1,094,707.65	\$61,872.00	\$957,393.34	\$521,482.50
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00
Gift Fund	\$6,786.28	\$1,404.57	\$6,408.54	\$405.54	\$8,568.54	\$8,946.28
DeMotte	\$1,694.92	\$204.52	\$1,735.25	\$155.54	\$1,838.32	\$1,797.99
Rensselaer	\$3,898.84	\$873.64	\$3,446.09	\$250.00	\$5,137.45	\$5,590.20
Wheatfield	\$1,192.52	\$326.41	\$1,227.20	\$0.00	\$1,592.77	\$1,558.09
Library Improvement Reserve Fund	\$215,110.13	\$0.00	\$2,230.00	\$88.10	\$613.42	\$213,493.55
Bond & Interest Redemption Fund	\$179,021.25	\$0.00	\$316,753.75	\$0.00	\$347,131.24	\$209,398.74
Includes Investments of:	\$0.00					
Rainy Day Fund	\$303,858.32	\$0.00	\$0.00	\$0.00	\$0.00	\$303,858.32
Includes Investments of:	\$250,000.00					
State Technology Fund Grant Fund	\$9,655.00	\$885.00	\$6,195.00	\$0.00	\$0.00	\$3,460.00
Capital Projects Fund	\$1,006,019.73	\$9,563.83	\$17,273.83	\$58.31	\$133,420.41	\$1,122,166.31
Includes Investments of:	\$1,000,000.00					
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
/ Excess Fund	\$89,451.93	\$0.00	\$0.00	\$0.00	\$0.00	\$89,451.93
Sales Tax	\$20.81	\$20.41	\$20.41	\$0.28	\$20.71	\$21.11
Construction Fund	\$178,638.84	\$0.00	\$179,134.58	\$0.00	\$495.74	\$0.00
Includes Investments of	\$0.00					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$60.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,231.00	\$57,758.86	\$8,231.00	\$57,758.86	\$0.00
FICA Tax Collected	\$0.00	\$5,043.94	\$35,119.56	\$5,043.94	\$35,119.56	\$0.00
State Tax Collected	\$3,431.56	\$3,443.50	\$23,441.39	\$3,381.13	\$23,390.96	\$3,381.13
County Tax Collected	\$2,416.10	\$2,575.78	\$17,197.66	\$2,483.57	\$17,265.18	\$2,483.62
Deferred Comp.	\$0.00	\$2,560.00	\$17,880.00	\$2,560.00	\$17,880.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,957.62	\$21,149.99	\$3,032.07	\$21,224.37	\$74.38
Employee Life Insur.	\$0.00	\$0.00	\$820.96	\$135.16	\$956.12	\$135.16
Employee P.E.R.F.	\$6,609.66	\$6,973.60	\$20,414.70	\$2,307.12	\$16,112.16	\$2,307.12
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,660,076.42	\$207,948.49	\$1,816,556.88	\$89,648.22	\$1,637,460.61	\$2,480,980.15

Bank Balances
Jasper County Public Library
Report as of: 7/31/2011

<i>Bank</i>		
4	PNC Bank	\$616.34
1	Alliance Bank	\$1,011,341.35
2	Demotte State Bank	\$5,258.91
3	Alliance Bank-LIRF Acct	\$213,493.55
5	Cash On Hand	\$270.00
6	Alliance Bank-Construction Ckg.	\$0.00
7	Rensselaer Banking Ctr CD#400041737/400042127	\$500,000.00
8	Rensselaer Banking Ctr CD#400042716	\$750,000.00
10		
11		

Total all banks = \$2,480,980.15

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 7/1/2011 To 7/31/2011

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$57,866.00	\$0.00	\$57,866.00	\$4,822.14	\$33,707.31	\$24,158.69	58.3
1.12 SALARY OF ASSISTANTS	\$1,010,295.00	\$0.00	\$1,010,295.00	\$82,370.74	\$572,068.97	\$438,226.03	56.6
1.13 WAGES OF JANITORS	\$54,774.00	\$0.00	\$54,774.00	\$5,113.07	\$37,038.71	\$17,735.29	67.6
1.21 EMPLOYER'S SHARE-FICA	\$85,905.00	\$0.00	\$85,905.00	\$6,829.42	\$47,551.45	\$38,353.55	55.4
1.22 UNEMPLOYMENT COMPENSATION	\$4,658.00	\$0.00	\$4,658.00	\$634.09	\$2,329.09	\$2,328.91	50.0
1.23 EMPLOYER'S CONTRIB.- PERF	\$71,267.00	\$0.00	\$71,267.00	\$18,288.48	\$53,504.99	\$17,762.01	75.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$100,029.00	\$0.00	\$100,029.00	\$6,654.06	\$46,564.09	\$53,464.91	46.6
Subtotal	\$1,384,794.00		\$1,384,794.00	\$124,712.00	\$792,764.61	\$592,029.39	57.2
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$325.00	\$0.00	\$325.00	\$0.00	\$349.36	(\$24.36)	107.5
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$7,500.00	\$59.77	\$7,559.77	\$649.62	\$3,729.41	\$3,830.36	49.3
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$560.69	\$3,038.44	\$2,961.56	50.6
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.00	\$6,200.00	\$541.81	\$2,917.74	\$3,282.26	47.1
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$423.96	\$1,806.85	(\$806.85)	180.7
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$65.74	\$134.26	32.9
2.33 REPAIR PARTS	\$700.00	\$0.00	\$700.00	\$36.83	\$1,430.61	(\$730.61)	204.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$13,400.00	\$0.00	\$13,400.00	\$2,282.45	\$5,637.78	\$7,762.22	42.1
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
Subtotal	\$35,825.00	\$59.77	\$35,884.77	\$4,495.36	\$18,975.93	\$16,908.84	52.9
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$102.00	\$4,898.00	2.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,065.00	\$0.00	\$5,065.00	(\$191.37)	\$2,860.63	\$2,204.37	56.5
3.21 TELEPHONE	\$4,000.00	\$0.00	\$4,000.00	\$335.08	\$1,810.60	\$2,189.40	45.3
3.22 POSTAGE	\$4,000.00	\$0.00	\$4,000.00	\$944.00	\$1,730.39	\$2,269.61	43.3
3.23 MILEAGE	\$22,000.00	\$0.00	\$22,000.00	\$1,739.56	\$8,907.68	\$13,092.32	40.5
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$30.00	\$8,030.00	\$209.81	\$2,976.57	\$5,053.43	37.1
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$170.95	\$911.90	\$588.10	60.8
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$0.00	\$0.00	\$35,400.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$215.73	\$784.27	21.6
3.33 MARKETING ADVERTISING	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$834.73	\$165.27	83.5
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$0.00	\$200.00	(\$50.00)	133.3
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$11,287.00	\$14,713.00	43.4
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$809.33	\$15,718.51	\$34,281.49	31.4
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$7,112.11	\$40,494.33	\$29,505.67	57.8
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$83.50	\$723.90	\$1,276.10	36.2
3.54 WASTE DISPOSAL SERVICES	\$5,100.00	\$0.00	\$5,100.00	\$473.63	\$3,187.64	\$1,912.36	62.5
3.61 BUILDING & STRUCTURES	\$47,320.00	\$505.89	\$47,825.89	\$4,724.59	\$36,972.01	\$10,853.88	77.3
3.62 EQUIPMENT REPAIRS	\$1,200.00	\$0.00	\$1,200.00	\$99.75	\$273.75	\$926.25	22.8
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$200.65	\$49.35	80.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.91 DUES	\$2,220.00	\$0.00	\$2,220.00	\$0.00	\$2,239.97	(\$19.97)	100.9
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.58	\$325.58	\$0.00	\$0.59	\$324.99	0.2
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$125.00	\$162.01	\$287.01	\$21.17	\$181.41	\$105.60	63.2
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$91,563.00	\$0.00	\$91,563.00	\$1,002.45	\$28,899.06	\$62,663.94	31.6
Subtotal	\$433,338.00	\$698.48	\$434,036.48	\$17,544.51	\$160,729.05	\$273,307.43	37.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$11,625.00	\$0.00	\$11,625.00	\$617.43	\$2,537.21	\$9,087.79	21.8
4.51 BOOKS	\$147,000.00	\$0.00	\$147,000.00	\$11,443.18	\$71,414.68	\$75,585.32	48.6
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$113.95	\$13,752.91	\$8,247.09	62.5
4.53 NONPRINTED MATERIALS	\$78,500.00	\$149.90	\$78,649.90	\$5,362.81	\$34,473.26	\$44,176.64	43.8
Subtotal	\$259,125.00	\$149.90	\$259,274.90	\$17,537.37	\$122,178.06	\$137,096.84	47.1
Grand Total	\$2,113,082.00	\$908.15	\$2,113,990.15	\$164,289.24	\$1,094,647.65	\$1,019,342.50	51.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
4/11/2011	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$3.70	Reimbursed for Office supply purchase, Quill A/P #282, A/R #165
6/13/2011	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$56.07	Reimburse Lib for employee purchase, A/P#485, A/R #287
5/23/2011	100 OPERATING FUND	3.24 PROFESSIONAL MEETINGS	\$30.00	Partial Refund on Cancelled Mtg. Reservation-A/P #256 & A/R #250
7/25/2011	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$505.89	Ins. Claim Reimbursement for Tree Damages @ DeM. Lib, A/P #602-Wiseman Tree Service
4/11/2011	100 OPERATING FUND	3.93 TAXES & ASSESSMENTS	\$0.58	Reimbursed for Sales Tax charged - A/P#289-SVT
2/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Refund on Lost Bk Pd & Found - A/P#102 (Sirk)-1/15/11
3/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.99	Refund on Lost Bk Pd & Found - A/P#184 (Forbes)-2/7/11
3/26/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	Refund on Lost Bk Pd & Found - A/P#3123, 3/26/11
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Refund on Lost Bk Pd & Found - A/P#286, 3/9/11(Streveler)
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	refund on Lost Bk Pd & Found - A/P#268, 3/17/11(Fitzpatrick)
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	refund on Lost Bk Pd & Found - A/P#248, 3/12/11 (Vandeermolen)
5/9/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	refund on Lost Bk Pd & Found - A/P#379, 3/9/11
5/9/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.95	refund on Lost Bk Pd & Found - A/P#400 3/7/11
6/13/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$22.95	refund on Lost Bk Pd & Found - A/P#470, 3/29/11
7/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.20	Refund on Lost Bk Pd & Found - A/P#542
7/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$11.97	Refund on Lost Bk Pd & Found - A/P#571
1/3/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$149.90	Encumbered per Board Mtg Approval, 12/29/10

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$908.15

Voucher List
Jasper County Public Library
Report Date: From 7/1/2011 To 7/31/2011

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
30093	523	INDIANA DEPARTMENT OF RE	7/6/2011	Correct voucher #21 (Sales Tax Collected)	\$0.00
30497	524	4-COUNTY SUPPLY	7/11/2011	Sloan Repair Kit DeMotte Urinal	\$14.43
30499	525	A. C. RICH, INC.	7/11/2011	Wheatfield Meeting Room Partition Repairs	\$419.00
30498	526	AARON'S LAWN CARE	7/11/2011	Lawn Mowing, Pull Weeds, Lay Mulch, Remove Shrubs and Trees and Spread Preene-June 2011	\$2,245.00
30500	527	ACE HARDWARE	7/11/2011	Wasp/Hornet Spray, Bricks, Handicap Sign Repair Supplies, Batteries, Cut Keys, Emergency Weather Radio	\$132.63
0	528	ALLIANCE BANK	7/11/2011	EFT-Payroll Direct Deposit transmissions -June	\$76.70
30501	529	ALLIED WASTE SERVICES #71	7/11/2011	Trash Pick-up-Whtfld Lib July 2011	\$70.18
30502	530	ANGELA BARTON	7/11/2011	Mileage: Books to Bridges, Book Selection Committee, and Mgmt Mtgs	\$90.78
30503	531	ANTHEM BLUE CROSS BLUE	7/11/2011	Health/Dental Premium-July 2011, 19 employees	\$9,307.62
30504	532	ANTHEM LIFE	7/11/2011	Life Ins. Premium, July 2011	\$103.14
30505	533	BAKER & TAYLOR	7/11/2011	Books, Continuations, AV, Auto. Yours	\$11,899.80
30506	534	BAKER & TAYLOR ENTERTAIN	7/11/2011	DVDs	\$62.24
30507	535	BLUETARP FINANCIAL, INC	7/11/2011	Plywood Board for Rens. Lib.Entryway Floor Buckling	\$6.77
30508	536	BRENDA THOMPSON	7/11/2011	Mileage: Books to Bridges, Book Selection, Mgmt Mtg	\$73.95
30509	537	CAPITAL ONE BANK (USA), NA	7/11/2011	Parking Fee, 4 Chairs, Books, Summer Rdg Expenses, Summer Rdg Prizes, Weather Radio for Ren, Adult Summer Rdg Expenses, B2B Expenses, Children's Supplies, Budgeting Mtg Expenses, and Domain Name Renewal	\$1,172.52
30510	538	CARROT-TOP INDUSTRIES, IN	7/11/2011	1/4" White Wire Flag Rope	\$64.94
30511	539	CDW GOVERNMENT, INC	7/11/2011	LCD Projector	\$638.00
30512	540	CENTER POINT PUBLISHING	7/11/2011	Book	\$29.64
30513	541	CENTURYLINK	7/11/2011	Local Phones-Rens, July	\$107.44
30514	542	CHARLENE MOLENCUPP	7/11/2011	Reimbursement for Lost Book	\$9.20
30515	543	CMS, INC.	7/11/2011	Software Service and Support Renewal	\$1,238.83
30516	544	CULLIGAN OF KOUTS	7/11/2011	Water Cooler Rental - July	\$9.95
30517	545	DAVIDSON TITLES INC.	7/11/2011	Books	\$17.96
30518	546	DEMCO	7/11/2011	Clear Tape, Book Jackets	\$149.61
30519	547	DEMOTTE DECORATIVE STO	7/11/2011	Gold Mulch-10 yds @ Wh. Lib	\$360.00
30520	548	DEPARTMENT OF HOMELAND	7/11/2011	Boiler Inspection	\$75.00
30521	549	DIANA KOOY	7/11/2011	Book, Mileage: B2B, Librarians Council, ILF District Conference	\$177.70
30522	550	DUCKWALL-ALCO STORES, IN	7/11/2011	DeMotte Teen Supplies	\$8.16
30523	551	EDUCATION NETWORKS OF A	7/11/2011	Internest Access for Educators Networks of America	\$885.00
30524	552	EINHORN & BROWN, LLC	7/11/2011	Initial Review of Milroy Collection for Insurance	\$108.63
30525	553	EVELYN BRISTOL	7/11/2011	Books, Supplies B4B Program	\$38.11
30526	554	FASE'S WATER TREATMENT	7/11/2011	16 Bags of Redout	\$196.00
30527	555	FLEX-PAC INC	7/11/2011	Germicidal Cleanser, Gleme Glass Cleaner, Hand Soap, Garbage Liners	\$354.83
30528	556	GAIL EVANS	7/11/2011	Counterparts Expenses, Telephone call (Storm)	\$14.69
30529	557	GALE	7/11/2011	Book	\$256.05
30530	558	GOODWIN FIRE EQUIPMENT, I	7/11/2011	Fire Extinguisher inspection & maintenance-Rens, DeM & Wh. Lib.	\$99.75
30531	559	H. W. WILSON COMPANY	7/11/2011	Books	\$566.00
30532	560	HIGHSMITH CO. INC.	7/11/2011	Inkjet Bibliofile Label	\$266.42
30533	561	INDIANA DEPT. OF WORKFOR	7/11/2011	Unemployment Insurance, 2nd qtr 2011	\$634.09
30534	562	INTELLIGENT CLEANING SYS	7/11/2011	Toilet Tissue	\$145.32

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30535	563	JAMES R. LITTLE	7/11/2011	Mileage: Retrieve supplies for handicap sign, materials for soffit	\$28.05
30536	564	KANKAKEE VALLEY PUBLISHI	7/11/2011	Renewal of KV Post (7/22/11-7/22/12)R, (7/25/11-7/25/12)W	\$104.00
30537	565	KAPER'S BUILDING MATERIAL	7/11/2011	Vented Soffit	\$14.91
30538	566	KAPCO	7/11/2011	Repair Tape, Book Covers	\$577.95
30539	567	KIM DELGER	7/11/2011	Book Discussion Expenses	\$79.97
30540	568	KIRBY RISK CORPORATION	7/11/2011	12 - 2' Fluorescent Bulbs	\$71.76
30541	569	LANDMARK AUDIOBOOKS	7/11/2011	Audiobooks	\$33.30
30542	570	LINDA THOMPSON	7/11/2011	Mileage: New Technologies Mtg, Bank Deposit	\$12.24
30543	571	MICHELLE CANNON	7/11/2011	Reimbursement of returned book	\$11.97
30544	572	MIDWEST COLLABORATIVE F	7/11/2011	Online Databases (Tumblebook, Ancestry Library, & Heritage Quest)	\$2,647.57
30545	573	MIDWEST TAPE	7/11/2011	DVDs	\$222.64
30546	574	NANETTE SPEACHT	7/11/2011	Mileage: Reader's Advisory Mtg, Circ Counterparts Mtg	\$52.53
30547	575	NORTHWESTERN INDIANA TE	7/11/2011	DeMotte Local Phone Service-July	\$171.46
30548	576	OFFICE DEPOT	7/11/2011	Hole Punch, Binder, Envelopes, Toner, Scissors, Flashdrive, Film Protector	\$287.70
30549	577	ORIENTAL TRADING CO., INC	7/11/2011	Summer Rdg Expenses	\$19.94
30550	578	PATTY STRINGFELLOW	7/11/2011	Mileage: Branch Visits, Gateway Training	\$103.02
30551	579	PUBLIC EMPLOYEES' RETIRE	7/11/2011	PERF 2nd Qtr 2011 contributions	\$25,262.08
30552	580	POSTMASTER	7/11/2011	Stamps-2000 Forever Stamps (\$.44), 100-64 cent stamps	\$944.00
30553	581	PRECISION CONTROL SYSTE	7/11/2011	A/C was down in need of Contractor Coil, Chiller Down came and found multiple alarms going off, reset chiller and alarms, need to replace switch, Odor at DeMotte Lounge, checked.	\$775.39
30554	582	QUILL CORPORATION	7/11/2011	Chair mat, Legal size folders, Copy Paper, Paper Towels, Multi-fold towels, Laserjet	\$804.69
30555	583	RAYANN GILMORE	7/11/2011	Mileage: Technology Committee Mtg	\$22.44
30556	584	RENSSELAER CHAMBER OF C	7/11/2011	Chamber Mtg Expenses	\$48.00
30557	585	REGENT BOOK CO., INC.	7/11/2011	Books- BH&G Kitchen & Bath Ideas	\$13.67
30558	586	RMC IMAGING, INC	7/11/2011	Annual ST-200 Scanner Mrtnce/Software Support @ R&D	\$1,625.00
30559	587	SCHOLASTIC LIBRARY PUBLI	7/11/2011	Books	\$107.50
30560	588	SHEILA MAXWELL	7/11/2011	Couterparts Mtg Expenese, Mileage: Systems Mtg, Mgmt Mtg, Counterparts Mtg, Mtg @ Wh	\$531.37
30561	589	SMARTSIGN	7/11/2011	Signs	\$114.67
30562	590	STANDARD & POOR'S CORP.	7/11/2011	Continuations	\$223.50
30563	591	SUNRISE PACKAGING INC.	7/11/2011	12 Disc Ring Album, 24 Disc Ring Album	\$516.78
30564	592	SVT, LLC	7/11/2011	Mgmt Mtg Expenses	\$21.47
30565	593	TAPED EDITIONS	7/11/2011	Playaways	\$259.20
30566	594	TATE PUBLISHING	7/11/2011	Book	\$11.00
30567	595	TOWN OF WHEATFIELD SEW	7/11/2011	Sewer Services @ Whtfld Lib July	\$56.65
30568	596	TOWN OF DEMOTTE	7/11/2011	Sewer Services-DeM (June)	\$69.80
30569	597	TRUGREEN CHEMLAWN	7/11/2011	Spray Applescab, Early Foliage Treatment	\$160.20
30570	598	ULINE	7/11/2011	Blue Laser Labels, CD Cases	\$273.55
30571	599	VISION SERVICE PLAN- (IN)	7/11/2011	Vision Premium-19 employees, July 2011	\$200.92
30572	600	WAL-MART COMMUNITY/GEM	7/11/2011	Children's Supplies, Magazines, Toilet Cleaner, Summer Rdg Supplies, DVDs, Teen Program Expenses, Craft Supplies for B4B, Ttape Refill, Chlorax Wipes, Batteries	\$1,042.93
30573	601	WASTE MANAGEMENT	7/11/2011	Trash Pick-up (DeM) July	\$53.75
30574	602	WISEMAN TREE SERVICE	7/11/2011	Remove Branches from Roof, Sidewalks, and Driveway, Clean up of Fallen Pine Tree due to Storm of June 4, 2011	\$1,050.00
30575	603	YVONNE DEL VECCHIO	7/11/2011	Mileage: Walking books, Community and Program Notices	\$34.43
30576	604	ROEING CORP.	7/11/2011	Tech Maintenance Support - 4th Installment 2011	\$7,500.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	605	GREAT-WEST RETIREMENT S	7/8/2011	Annuity w/held from 8 July 11 Payroll-7 participants. (Online Confirmation #6BHBLLC2)	\$1,280.00
0	606	INDIANA DEPARTMENT OF RE	7/20/2011	State & County Taxes w/held 8 June 11 Payroll, ref #73437, Verif Code #39	\$6,039.69
0	607	IRS USA TAXPAYMENT	7/8/2011	FICA & Federal Taxes w/held 8 July 11, Ref #71728199	\$10,153.74
0	608	JOSEPH ZELLON	7/8/2011	Courier Mileage-June 16-30, 2011(Online Confirm #OBEBIL59)	\$336.60
0	609	PAYROLL	7/8/2011	PAYROLL	\$46,650.59
0	610	CHESTER TECHNOLOGIES	7/8/2011	Correct A/P voucher #167 (3/14/11) - appropriation entry (HP extended support)	\$0.00
0	611	ROEING CORP.	7/8/2011	Correct A/P #124 - wrong fund and approp number (purchased memory not flash drives)	\$0.00
30483	612	TRAVELER'S DREAM	7/8/2011	VOID CHECK #30483 and A/P Voucher #499 - Paid by Friends Group (Prof Speaker for Summer Rdg Program)	(\$300.00)
0	613	PAYROLL	7/25/2011	PAYROLL	\$45,655.36
0	614	CENTURYLINK	7/25/2011	Local Phones-Wheatfield, July 2011ONLINE Pymt (Conf #1B6BYLR3)	\$37.96
0	615	CITY OF RENSSELAER	7/25/2011	Utilities, Rens Lib, 6/7-7/8/11 (ONLINE Pymt - Conf #WBTBEL8E)	\$3,189.69
0	616	GREAT-WEST RETIREMENT S	7/25/2011	Annuity w/held from 25 July 11 Payroll-7 participants. (Online Confirmation #CBTBLLIG)	\$1,280.00
0	617	IRS USA TAXPAYMENT	7/26/2011	FICA & Federal Taxes w/held 25 July 11, Ref #24322658	\$9,950.62
0	618	JOSEPH ZELLON	7/25/2011	Courier Mileage-July 1-15, 2011(Online Confirm #ZBGB4L8E)	\$333.00
0	619	NIPSCO	7/25/2011	Wheatfield Utilities, 6/3/2011-7/5/11 Confirm #8B68BLLM2	\$1,811.42
0	620	NIPSCO	7/25/2011	DeMotte Utilities, 6/7/11-7/8/11 Confirm #IBQBILK3	\$3,227.08
0	621	CENTURYLINK	7/25/2011	Local Phones-Wheatfield, July 2011ONLINE Pymt (Conf #HBWB1LR6)	\$14.66

Total Amount of Claims \$207,948.49

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, August 01, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$207,948.49

Date this 8th day of August, 20 11.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

July 31, 2011

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,415.28	\$19,847.90
DeMotte	\$798.30	\$7,375.23		
Rensselaer	\$892.69	\$7,166.13		
Wheatfield	\$724.29	\$5,306.54		
PHOTOCOPIES:			\$846.27	\$5,860.59
DeMotte	\$301.00	\$2,319.35		
Rensselaer	\$370.42	\$2,268.98		
Wheatfield	\$174.85	\$1,272.26		
INTEREST (Checking, Repurchase, CDs):.....			\$481.39	\$3,079.62
TAXES:			\$57,569.16	\$926,913.03
Property Tax	\$0.00	\$405,191.95		
LOIT	\$4,600.50	\$102,616.50		
License Excise Tax	\$0.00	\$42,141.65		
Financial Institution Tax	\$0.00	\$1,019.65		
CVET(Commercial Vehicle Excise)	\$0.00	\$5,162.66		
Local Option/Certified Shares	\$43,842.33	\$306,896.31		
Local Option/Property Tax Repl.	\$9,126.33	\$63,884.31		
TAXABLE SALES:-.....			\$3.72	\$154.35
REFUNDS:			\$556.18	\$1,537.85
Rebates/Refund	\$0.00	\$60.58		
Insurance Claims/Reimbursements	\$505.89	\$528.14		
Meeting Room Rental	\$50.00	\$350.00		
Reimbursement	\$0.29	\$0.29		
Fixed Asset Sales	\$0.00	\$33.00		
Miscellaneous Receipts	\$0.00	\$565.84		
TOTAL OPERATING FUND RECEIPTS.....			\$61,872.00	\$957,393.34
GRANT FUND:-.....			\$50.00	\$50.00
IF FUNDS:			\$405.54	\$8,568.54
DeMotte	\$155.54	\$1,838.32		
Rensselaer	\$250.00	\$5,137.45		
Wheatfield	\$0.00	\$1,592.77		
LIB. IMPROV. RESERVE FUND:			\$88.10	\$613.42
Interest Earned	\$88.10	\$613.42		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$347,131.24
Property Tax	\$0.00	\$159,402.93		
License Excise Tax	\$0.00	\$13,467.94		
Financial Institution Tax	\$0.00	\$325.87		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,649.92		
Interfund Transfer from BIRF	\$0.00	\$172,284.58		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$58.31	\$133,420.41
Interest Earned	\$58.31	\$1,439.38		
Property Tax	\$0.00	\$120,323.51		
License Excise Tax	\$0.00	\$10,166.12		
Financial Institution Tax	\$0.00	\$245.98		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,245.42		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
SALES TAX:-.....			\$0.28	\$20.71
CONSTRUCTION FUND:-.....			\$0.00	\$495.74
Interest Earned	\$0.00	\$245.74		
Reimbursement	\$0.00	\$250.00		
CASH CHANGE FUND			\$0.00	\$60.00
SUB-TOTAL (page 1).....			\$62,474.23	\$1,447,753.40

WITHHOLDING ACCOUNT FUNDS:

\$27,173.99

\$189,707.21

F5

FIT Tax Collected	\$8,231.00	\$57,758.86
FICA Collected	\$5,043.94	\$35,119.56
State Tax Collected	\$3,381.13	\$23,390.96
County Tax Collected	\$2,483.57	\$17,265.18
Deferred Comp Plan	\$2,560.00	\$17,880.00
Pre-tax Insurance Plans	\$3,032.07	\$21,224.37
Life Insurance	\$135.16	\$956.12
PERF	\$2,307.12	\$16,112.16
Garnishments	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00
EIC	\$0.00	\$0.00

TOTAL RECEIPTS - ALL FUNDS.....**\$89,648.22****\$1,637,460.61**

Voucher List
Jasper County Public Library

Report Date: From 8/1/2011 To 8/11/2011

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	622	AFLAC	8/1/2011	Supplemental Ins. Premium-July (ONLINE Banking #FTB5LR8)	\$209.48
30577	623	AARON'S LAWN CARE	8/8/2011	Lawn Mowing, Edging, Yard cleanup-D-R-W, July 2011	\$990.00
30578	624	ACE HARDWARE	8/8/2011	Door Stop, Lock, hardware, shop towels, drop cloth, mtg room ceiling repairs@ DeM	\$42.32
30579	625	ALLIED WASTE SERVICES #71	8/8/2011	Trash Service-Wh. Lib, August 2011	\$69.69
30580	626	AMERICAN LIB. ASSN.	8/8/2011	Posters, Bookmarks, Brochures- Every Child Ready to Read materials	\$121.00
30581	627	AMERICLEAN	8/8/2011	Extraction services, equipment used in cleanup from seepage at DeMotte Lib.storm damage of 7/22/11.	\$4,842.30
30582	628	ANGELA HAMSTRA	8/8/2011	Refund of DeM.Mtg Room Use - no A/C	\$50.00
30583	629	ANTHEM BLUE CROSS BLUE	8/8/2011	Health Ins Premium-August 2011	\$9,307.62
30584	630	ANTHEM LIFE	8/8/2011	Life Ins. Premium-August 2011	\$103.14
30585	631	AUDIOCRAFT PUBLISHING, IN	8/8/2011	Paperbacks	\$35.55
30586	632	BAKER & TAYLOR	8/8/2011	Books, Continuations, AV, Auto. Yours	\$12,659.55
30587	633	BAKER & TAYLOR ENTERTAIN	8/8/2011	DVDs	\$864.76
30588	634	BLUETARP FINANCIAL, INC	8/8/2011	RoundUp Weed Killer	\$22.27
30589	635	BRENDA THOMPSON	8/8/2011	Mileage: B2B meeting	\$39.41
30590	636	BRIAN ORBAN	8/8/2011	Irrigation System setup, adjust heads	\$265.00
30591	637	CAPITAL ONE BANK (USA), NA	8/8/2011	Notary Application fee, B2B expenses, Teen Volunteer Thank You, Staff Anniv/Ad. Reading Gift Cards, Ref Counterparts & Mgmt Mtg hosting expenses, notebooks, Summer Rdg party, LCD Proj carrying case & return same, LCD Proj. Hard case, Cash Register keys	\$527.55
30592	638	CARDINAL OFFICE PRODUCT	8/8/2011	DeM. Workroom Copier Qtly Mtnce Contract	\$315.77
30593	639	CHARLESBRIDGE PUBLISHIN	8/8/2011	Children books	\$130.07
30594	640	CHRISTOPHER MUNOZ	8/8/2011	Found Lost paid for book	\$12.50
30595	641	CIRCLE R ELECTRIC, INC.	8/8/2011	Replaced power supply-Whetfld Door Security system	\$370.00
30596	642	CULLIGAN OF KOUTS	8/8/2011	July Water and Cooler Rental-Wh. Lib	\$37.55
30597	643	DEMCO	8/8/2011	Book tape, Magazine binders	\$375.88
30598	644	DEMOTTE HISTORICAL SOCIE	8/8/2011	Books	\$75.00
30599	645	DEX	8/8/2011	White/Yellow Page advertisements-Aug-Oct 2011	\$87.00
30600	646	DIANA KOOY	8/8/2011	Mileage: B2B, Mgmt Mtgs, Bank Deposits; Fan-Whetfld Lib; Long Distance Calls-storm	\$54.13
30601	647	DIANE OPOLSKI	8/8/2011	Mileage: Bank Deposits, ASK Mtg	\$35.91
30602	648	DUCKWALL-ALCO STORES, IN	8/8/2011	Volunteer Party expenses-DeM.	\$5.00
30603	649	DUMAS, WEIST & MAHNESMIT	8/8/2011	Legal Assistance-Rens Parking Lot expansion	\$1,652.29
30604	650	EBSCO Accounts Receivable	8/8/2011	eBook Adobe Content Server subscription	\$225.00
30605	651	EDUCATION NETWORKS OF A	8/8/2011	Internet Services-July 2011	\$885.00
30606	652	EVELYN BRISTOL	8/8/2011	B4Bucks Teen party-DeM	\$28.10
30607	653	FASE'S WATER TREATMENT	8/8/2011	Redout @ DeM; Concrete Saw & Blade Rental-Wh	\$86.75
30608	654	GAIL EVANS	8/8/2011	Crash Bar Keys-DeM; Mileage: Bank Deposits, ILL-Post Office, Fin Counterparts, PERF Mtgs, Assess DeM. Storm Damage, purchase cleaning/office supplies, Consolidated Ins. Business, banking	\$122.49
30609	655	GALE	8/8/2011	Books	\$969.32
30610	656	H.L. MOHLER & ASSOCIATES	8/8/2011	Preparation of Rens Parking Lot Bid documents	\$575.00
30611	657	HERITAGE OFFICE PRODUCT	8/8/2011	Nametag - Karla	\$11.50
30612	658	HOOKE ON PHONICS	8/8/2011	Hooked On Phonics Learn to Read materials (Patron A. Pavloff -partial reimbursement)	\$199.96
30613	659	HP PRODUCTS CORP.	8/8/2011	Vacuum Repair parts, Dustmops	\$193.88
30614	660	INDIANA UNIVERSITY PRESS	8/8/2011	Books	\$91.59

Printed on Monday, August 08, 2011

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30615	661	IMCPL	8/8/2011	Ill Book (Sickened: Memoir of Munchausen...) Lost - Patron H. Phillips charged	\$22.00
30616	662	INFORMATION TODAY, INC.	8/8/2011	Internet Librarian registration, S. Maxwell, 10/17-19, 2011	\$299.00
30617	663	IRENE WILSON	8/8/2011	Lost Pd Book returned	\$6.99
30618	664	JASPER COUNTY HOSPITAL	8/8/2011	Bi-Monthly Water testing (Coliform)-DeM Lib	\$20.00
128	665	JASPER COUNTY PUBLIC LIB	8/8/2011	Bank Transfer - Rens. Parking Lot Expansion (Legal and architectural expenses)	\$2,227.29
30619	666	JASPER COUNTY LAND SURV	8/8/2011	Locate DeM. Lib survey markers on south end of property and parking lot	\$307.00
30620	667	LAFAYETTE OFFICE SYSTEM	8/8/2011	Qtly Copier Contract, Rens Workroom	\$452.48
30621	668	LAKE COUNTY PUBLIC LIBRA	8/8/2011	ILL Lost book - Adult Children of Alcoholics	\$9.50
30622	669	LIBERTY MUTUAL	8/8/2011	Renewal Notary Bond-K. Delger	\$50.00
30623	670	LINDA POORTENGA	8/8/2011	Mileage: B2B, Lib Council, Mgmt Mtgs	\$107.67
30624	671	LINDA THOMPSON	8/8/2011	Amazon.com books	\$35.29
30625	672	NANETTE SPEACHT	8/8/2011	LP Books	\$168.80
30626	673	NORTHWESTERN INDIANA TE	8/8/2011	DeMotte Local Phones-August 2011	\$171.46
30627	674	OFFICE DEPOT	8/8/2011	Binders, Software, Fasteners, Contact Paper	\$342.81
30628	675	ORIENTAL TRADING CO., INC	8/8/2011	Ch. Library Program supplies	\$52.40
30629	676	OSBY WATER CONDITIONING	8/8/2011	Softener Chemicals-Wh. Lib	\$165.00
30630	677	PATTY STRINGFELLOW	8/8/2011	July Mileage: Branch visit, Gateway training, Lib Council Mtg	\$97.68
30631	678	PEGGY WOODS	8/8/2011	Mileage: Return DVDs, PERF Mtg, AV Shopping trip	\$31.51
30632	679	POSTMASTER	8/8/2011	Stamps: 60-\$.98, 80- \$.84, 80-\$1.00, 80- \$.75, 100- \$.61, 100- \$.29, 60- \$.20	\$368.00
30633	680	QUILL CORPORATION	8/8/2011	Chair Mat, Filament tape, Adding Machine rolls, pens, key tags, Fax ribbon	\$136.02
30634	681	RACO INDUSTRIES	8/8/2011	Scanners for USB readings	\$560.50
30635	682	RELIABLE EXTERMINATORS, I	8/8/2011	Interior Pest Control - Rens	\$75.00
30636	683	RENSELAER SEPTIC TANKS	8/8/2011	4-Parking Lot Notched Bumpers-Wh. Lib.	\$200.00
30637	684	SEBCO BOOKS	8/8/2011	Books	\$105.44
30638	685	SUBASTRAL, INC.	8/8/2011	Display Case - Milroy	\$2,798.00
30639	686	SUE TOBIAS	8/8/2011	Mileage: Bank Deposits, ILL Postage, PERF Mtg	\$17.95
30640	687	SVT, LLC	8/8/2011	Ch. Program Expenses	\$20.87
30641	688	THE LIBRARY CORPORATION	8/8/2011	Library Solutions Software Support, Marc Records Access, Hosting Services	\$27,427.00
30642	689	TOWN OF DEMOTTE	8/8/2011	Sewer Services, DeM. July 2011	\$69.80
30643	690	TOWN OF WHEATFIELD SEW	8/8/2011	Sewer services-Wh. August 2011	\$56.65
30644	691	UNIQUE MANAGEMENT SERVI	8/8/2011	Collections- Initial and Secondary Placements, June 2011	\$212.88
30645	692	VISION SERVICE PLAN- (IN)	8/8/2011	Premium-August 2011	\$200.92
30646	693	WAL-MART COMMUNITY/GEM	8/8/2011	Summer Rdg Supplies, Programming supplies, DVDs, Temperature gauge, batteries	\$612.76
30647	694	WASTE MANAGEMENT	8/8/2011	Trash Pick-up, DeM. Lib	\$60.50
30648	695	WHEATFIELD CHAMBER OF C	8/8/2011	Sandhill Crane Festival 10x10 Booth, Sep 17, 2011	\$40.00
30649	696	WORLD BOOK INC.	8/8/2011	Online Adv Reference Suite renewal	\$995.00
0	697	ALLIANCE BANK	8/8/2011	Direct Deposit fees, July 2011	\$36.70
30651	698	BOYCE FORMS/SYSTEMS	8/8/2011	4-Receipt Books-SBA	\$142.63
30652	699	HAINES & COMPANY, INC.	8/8/2011	Northwest Indiana Directories	\$711.00
30653	700	MAGAZINE SUBSCRIPTION SE	8/8/2011	New Subscriptions-Rens Lib; adjustment to previous appropriations (Wh Lib, Wh Literacy, Wh. Gift Fund)	\$440.99
30654	701	McDANIEL FIRE SYSTEMS, LL	8/8/2011	Fire Protection Service Agreement-Whfild Lib	\$1,800.00
30655	702	MIDWEST TAPE	8/8/2011	DVDs	\$74.45
0	703	GREAT-WEST RETIREMENT S	8/10/2011	Annuity w/held from 10 August 11 Payroll-9 participants. (Online Confirmation #5BEBTL6Z)	\$1,325.00
0	705	IRS USA TAXPAYMENT	8/10/2011	FICA & Federal Taxes w/held 10 August 11, Ref #62851646	\$9,830.44

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	706	JOSEPH ZELLON	8/10/2011	Courier Mileage-July 15-31, 2011(Online Confirm #9BHBFL11)	\$330.00
0	707	NIPSCO	8/10/2011	Wheatfield Utilities, 7/5/11-8/2/11 Confirm #GBJBLJZ	\$1,998.86
0	708	PAYROLL	8/10/2011	PAYROLL	\$45,374.17
30656	709	QWEST	8/8/2011	Long Distance Charges, 7/5/11-7/31/11	\$12.74
30657	710	INDIANA INSURANCE COMPA	8/8/2011	Building Ins Policy-10/15/11-4/16/12	\$9,725.00

Total Amount of Claims \$147,015.48

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, August 08, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$147,015.48

Date this 8th day of August, 2011.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

SEPT.

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, September 12, 2011, 6pm
Wheatfield Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of August Board Meeting
Bills/Financial Reports
Policy Review (R 10; R 11; R 12; R 14)

General Business

2012 Budget Hearing (R 20)
Wheatfield Library Annual Report (R 20)

Information

Director's Report (R 20-R 23)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

August 8, 2011
Rensselaer Library

Present: Jody Melton, Mari Anne Sayler, Janelle Harper, Natalie Waling, Timothy Schultz Jr., Janet Umlauf, Patricia Stringfellow, Gail Evans, Harry Mohler, Kent Mahnesmith, & Melissa Widner. **Absent:** Deana George

Agenda & Consent Agenda Approval: The Consent Agenda and Agenda items, July Board Meeting Minutes, bills/financial reports, Photography, Videotaping, and Other Recording Devices Policy as presented with minor changes, were approved on a motion by N. Waling, seconded by J. Umlauf. Motion passed.

Rensselaer Parking Lot Expansion: H. Mohler submitted the Rensselaer Parking Lot Expansion plans to the JC Drainage Board to seek a variance for a retention pond. Because of the negative atmosphere of the crowd in attendance about excessive water in farm fields, H. Mohler offered an alternative solution for the library to construct a dry well that would drain into the sandy layer to handle the water from the parking lot. The use of a dry well would save the taxpayers about \$14,000 plus the library would be making a 'Going Green' statement. He explained that the original soil borings from 1992 show that there is 1' of dark soil, 3' of sand and gravel mix, and with clay another 10' down. H. Mohler will need to perform a 'perk' test to measure how quickly the water drains. This will determine the size of the hole needed for the dry well. He shared a picture of what the dry well might look like. The Drainage Board indicated they would approve the dry well contingent on a revised set of plans specifying the dry well. T. Schultz moved, seconded by M. Sayler, to approve the dry well concept. Mr. Mohler will send the revisions to the Drainage Board twenty days in advance of their September meeting for final approval. In looking at the time line for drainage board approval, bids to be advertised, and awarded, it is estimated that construction would now not get underway until November when weather conditions may not be so favorable. The motion was amended by T. Schultz, seconded by M. Sayler to get approvals for the dry well concept but not continue with the project until next January. Motion passed unanimously.

Webmaster Annual Report: M. Widner presented her annual report to the Board, detailing the changes and improvements made to our webpage since she last spoke to the Board. Even minor changes amounted to a very large task as 700 pages were impacted and had to be tweaked. We have placed Google Analytics tracking codes on every page of our site to glean a clearer picture of what the site is doing for us behind the scenes. Using data collected from our recent Website User Survey and Google Analytics we were able to put together profiles of target users to guide us in the creation of a new site. We will focus on genealogy and readers advisory content making it easier for users to search our site for information. We are developing our website using Drupal, a content management system widely used by many libraries with much success. Drupal allows us to categorize information so users can quickly access it, makes use of color-coding, and easily integrates with social media (Facebook, My Space, Flickr, You Tube). Staff can update information with ease too. Our new webpage will be ready for testing in October with plans to go live in January. Eight survey takers have volunteered to test the website for us this fall. M. Widner reported that on a slow day 52-68 outside hits to our home page and between 100-150 hits on a busy day. These are great numbers. The board thanked Melissa for a fantastic overview of the work and energy she has put forth in developing our website.

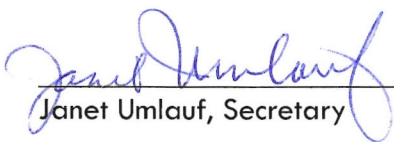
Internet Consortium Resolution: Each year we must renew our commitment to continue as a member of the Public Library Internet Consortium to receive the e-rate discount for telecommunications. On a motion by J. Umlauf the board approved to participate in the Indiana State Library Consortium for Internet Access. N. Waling seconded the motion. Motion passed.

Oath of Office: KV School Board President and West Central School Board President appointed J. Melton to a third term to the Library Board. J. Melton took the Oath of Office as witnessed by the library board and signed the appointment paperwork.

Director's Report:

- The library reinvested in a \$500,000 Certificate of Deposit at 1.31% APY. It had matured 8/5/11 earning over \$9,000 for past 1 yr. These are CPF funds.
- Resurfacing of the parking lots at the DeMotte Library is underway.
- Seepage from 6-7" rain occurring July 22 overnight to July 23, resulted in wet carpets, entryway tiles, and drywall along the east, west and south sides of the DeMotte library. Water came in through the windows, doors, and emergency exits. At the Director's request Americlean used dehumidifiers and numerous fans to dry floors, tiles, and drywall. The library has insurance coverage for seepage with a \$1,000 deductible (per event). We are awaiting word from the insurance adjuster on how to proceed post cleanup. Some furniture pieces that are 19 yrs old did get wet.
- We have learned that the Rensselaer Library entry and bathroom tiles have most all delaminated. DeMotte Carpet recommends a complete tear out and estimates it will cost \$8500 to remove old tiles and install a mid-range commercial tile. We plan on proceeding with this project yet this year.
- Donna Einhorn, Einhorn & Brown, LLC Appraisers, submitted a proposal to appraise our Milroy items, breaking the task down into four parts and prioritizing the tasks at our request. Each Board member received a copy of the proposal. We will proceed with appraising items in Group A, which are likely to be the most valuable. As stewards of this unique historical collection, it is important to know the value of the collection. We will keep an eye out for grant opportunities to fund this work along with operating funds. Donna Einhorn has indicated a willingness to do a program for us on Milroy at a later date.
- Numerous equipment/facility matters are in the works: Rensselaer parking lot expansion, DeMotte parking lot resurfacing, Rensselaer downspout replacement, Rensselaer entry/bathroom tile replacement, DeMotte and Rensselaer curb repairs, DeMotte and Rensselaer automatic door openers (awaiting results of grant submission), and Rensselaer Library Milroy cabinet purchase & item appraisal. Our new cabinet is in place! Be sure to check it out!
- Budget goes before County Council for non-binding review on Friday, August 19, at 2:45 PM at courthouse. Board members are invited to attend along with P. Stringfellow and G. Evans.

Adjournment: With no further matters for discussion N. Waling moved to adjourn, seconded by J. Umlauf at 7:44 PM.


Janet Umlauf, Secretary


Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE
August 2011

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	9	0	0	9
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJPBF)	0	0	0	0
Award Winning fiction (DAWFIC)	15	0	0	15
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	1	1	0	2
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	26	9	5	40
Blu-Ray (DBR)	3	0	0	3
Books on CD (DBKCD)	191	7	6	204
Books on Tape (DBKT)	5	0	0	5
Compact Disc (DCD)	385	4	6	395
Digital Audiobooks (DDA)	12	0	0	12
DVD (DDVD)	1473	6	5	1484
Equipment (DEQP)	109	0	0	109
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	48	0	0	48
Fiction (DFIC)	1071	32	39	1142
Fiction Fantasy (DFICF)	14	4	0	18
Fiction Mystery (DFICM)	139	13	5	157
Fiction New (DFICNEW)	438	16	19	473
Fiction Science Fiction (DFICSF)	6	6	0	12
Fiction Western (DFICW)	17	0	0	17
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	31	0	0	31
Hanging Bags (DHANG)	17	1	2	20
ILL (DILL)	82	2	1	85
Internet (DINTER)	1320	0	0	1320
Juv. Audio book (DJAUDB)	38	0	1	39
Juv. Biography (DJBIO)	25	3	0	28
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	66	1	0	67
Juvenile Easy (DJE)	701	25	6	732
Juv. Easy Non-fiction (DJENF)	44	0	4	48
Juv. Easy Reader (DJER)	357	8	10	375
Juv. Fiction (DJFIC)	473	10	9	492
Juv. Holiday books (DJHOL)	26	1	1	28
Juv. Magazine (DJMAG)	63	0	0	63
Juv. Music Cassette (DJMC)	1	0	0	1
Juv. Nonfiction (DJNF)	301	12	10	323
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	111	0	0	111

Large Print Fiction (DLPF)	207	2	2	211
Large Print Nonfic (DLPNF)	7	1	1	9
Magazine (DMAG)	668	9	6	683
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	12	0	6	18
Nonfiction 100 (DNF100)	25	3	0	28
Nonfiction 200 (DNF200)	28	2	1	31
Nonfiction 300 (DNF300)	65	6	5	76
Nonfiction 400 (DNF400)	2	0	0	2
Nonfiction 500 (DNF500)	23	2	0	25
Nonfiction 600 (DNF600)	254	16	7	277
Nonfiction 700 (DNF700)	58	3	7	68
Nonfiction 800 (DNF800)	23	1	2	26
Nonfiction 900 (DNF900)	68	0	0	68
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	40	1	0	41
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	136	4	9	149
Nonfiction VHS (DNFVHS)	14	0	0	14
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	7	0	0	7
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	5	0	0	5
Software (DSWAR)	32	0	0	32
Vertical File (DVF)	1	0	0	1
VHS (DVHS)	81	0	0	81
YA Audio book (DYAUDB)	15	1	0	16
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	255	11	3	269
YA Music CD (DYACD)	2	0	0	2
YA Nonfiction (DYANF)	9	0	1	10
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	19	1	0	20
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	42	1	45
Blu-Ray (RBR)	0	24	0	24
Books on CD (RBKCD)	5	184	7	196
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	3	214	16	233
Digital Audiobooks (RDA)	0	8	0	8
DVD (RDVD)	7	2338	18	2363
Equipment (REQP)	0	140	0	140
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	35	0	35
Fiction (RFIC)	31	845	24	900
Fiction New (RFICNEW)	12	402	15	429

Genealogy (RGENE)	0	1	0	1
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	138	2	140
Hanging Bag (RHANG)	1	28	0	29
ILL (RILL)	0	82	1	83
Internet (RINTER)	0	2376	0	2376
Juv. Audio book (RJAUDB)	0	20	0	20
Juv. Biography (RJBIO)	0	21	0	21
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	28	0	28
Juvenile Easy (RJE)	14	729	7	750
Juv. Easy Non-fiction (RJENF)	5	74	0	79
Juv. Easy Reader (RJER)	1	206	0	207
Juv. Fiction (RJFIC)	6	615	3	624
Juv. Magazine (RJMAG)	0	24	0	24
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	9	549	6	564
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	1	0	1
Juv. Toddler (RJTOD)	2	155	0	157
Large Print Fiction (RLPF)	10	264	5	279
Large Print Nonfic (RLPNF)	1	12	0	13
Magazine (RMAG)	0	579	1	580
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	13	0	14
Non-Fiction 100 (RNF100)	2	21	0	23
Non-Fiction 200 (RNF200)	1	18	0	19
Non-Fiction 300 (RNF300)	6	76	4	86
Non-Fiction 400 (RNF400)	2	2	0	4
Non-Fiction 500 (RNF500)	1	48	0	49
Non-Fiction 600 (RNF600)	16	197	9	222
Non-Fiction 700 (RNF700)	4	83	2	89
Non-Fiction 800 (RNF800)	1	10	0	11
Non-Fiction 900 (RNF900)	5	52	2	59
Nonfiction Blu-Ray (RNFBRR)	0	1	0	1
Nonfiction DVD (RNFDVD)	3	120	4	127
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	9	215	9	233
Nonfiction VHS (RNFVHS)	0	22	0	22
Oversize (ROVER)	0	2	0	2
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	12	0	12
Software (RSWAR)	2	71	0	73
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	4	0	4
YA Audio book (RYAUDB)	2	8	0	10
YA Biography (RYAB)	0	1	0	1

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	14	297	7	318
YA Music CD (RYACD)	3	158	1	162
YA Nonfiction (RYANF)	0	13	0	13
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	2	0	2
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	1	12	13
Blu-Ray (WBR)	0	0	0	0
Books on CD (WBKCD)	24	16	168	208
Books on Tape (WBKT)	7	1	8	16
Compact Disc (WCD)	23	14	347	384
Digital Audiobooks (WDA)	0	1	5	6
DVD (WDVD)	6	15	1580	1601
Equipment (WEQP)	0	0	47	47
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	34	34
Fiction (WFIC)	58	32	361	451
Fiction Fantasy (WFICF)	1	3	5	9
Fiction Mystery (WFICM)	3	8	91	102
Fiction New (WFICNEW)	37	19	345	401
Fiction Science Fiction (WFICSF)	2	0	7	9
Fiction Western (WFICW)	0	0	17	17
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAg)	0	0	0	0
Graphic Novels (WGN)	0	0	27	27
Hanging Bags (WHANG)	0	0	12	12
ILL (WILL)	0	0	29	29
Internet (WINTER)	0	0	930	930
Juv. Audio book (WJAUDb)	4	1	5	10
Juv. Biography (WJBIO)	0	1	11	12
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	1	1
Juv. Compact Disc (WJCD)	1	0	26	27
Juvenile Easy (WJE)	22	31	431	484
Juv. Easy Non-fiction (WJENF)	5	0	70	75
Juv. Easy Reader (WJER)	11	9	182	202
Juv. Fiction (WJFIC)	10	12	275	297
Juv. Magazine (WJMAG)	0	0	20	20
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	15	11	208	234
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	3	0	78	81
Large Print Fiction (WLPF)	15	11	94	120
Large Print Nonfic (WLPNF)	3	3	12	18
Magazine (WMAG)	2	11	301	314
Non-Fiction 000 (WNF000)	4	1	6	11
Non-Fiction 100 (WNF100)	1	0	15	16
Non-Fiction 200 (WNF200)	4	7	14	25
Non-Fiction 300 (WNF300)	4	9	40	53
Non-Fiction 400 (WNF400)	0	0	4	4

Non-Fiction 500 (WNF500)	0	0	10	10
Non-Fiction 600 (WNF600)	8	1	129	138
Non-Fiction 700 (WNF700)	7	1	50	58
Non-Fiction 800 (WNF800)	0	1	5	6
Non-Fiction 900 (WNF900)	0	0	22	22
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	2	0	69	71
Nonfiction (WNFIC)	0	0	3	3
Nonfiction New (WNFNEW)	15	9	108	132
Nonfiction VHS (WNFVHS)	0	0	7	7
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	0	1	31	32
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	1	0	144	145
YA Audio book (WYAUSB)	1	0	3	4
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	1	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	11	18	197	226
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	2	1	17	20
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	10170	12054	6939	29163

CIRCULATION BY HOLDINGS CODE
August 2011

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	9	0	0	9
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	15	0	0	15
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	1	1	0	2
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	28	52	18	98
Blu-Ray (BR)	0	0	0	0
Books on CD (BKCD)	220	207	181	608
Books on Tape (BKT)	12	1	8	21
Compact Disc (CD)	411	232	369	1012
Digital Audiobooks (DA)	12	9	5	26
DVD (DVD)	1486	2359	1603	5448
Equipment (EQP)	109	140	47	296
See librarian (ERR)	0	0	0	0

Express Book (EXP)	48	35	34	117
Fiction (FIC)	1160	909	424	2493
Fiction Fantasy (FICF)	15	7	5	27
Fiction Mystery (FICM)	142	21	96	259
Fiction New (FICNEW)	487	437	379	1303
Fiction Science Fiction (FICSF)	8	6	7	21
Fiction Western (FICW)	17	0	17	34
Genealogy (GENE)	0	1	0	1
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	31	138	29	198
Hanging Bags (HANG)	18	29	14	61
ILL (ILL)	82	84	31	197
Internet (INTR)	1320	2376	930	4626
Juv. Audio book (JAUDB)	42	21	6	69
Juv. Biography (JBIO)	25	25	11	61
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	1	1
Juv. Compact Disc (JCD)	67	29	26	122
Juvenile Easy (JE)	737	785	444	1966
Juv. Easy Non-Fiction (JENF)	54	74	74	202
Juv. Easy Reader (JER)	369	223	192	784
Juv. Fiction (JFIC)	489	637	287	1413
Juv. Holiday (JHOL)	26	1	1	28
Juv. Magazine (JMAG)	63	24	20	107
Juv. Music Cassette (JMC)	1	0	0	1
Juv. Nonfiction (JNF)	325	572	224	1121
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	1	0	2
Juv. Toddler (JTOD)	116	155	78	349
Large Print Fiction (LPF)	232	277	101	610
Large Print Nonfic (LPNF)	11	16	13	40
Magazine (MAG)	670	599	308	1577
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	17	14	12	43
Non-Fiction 100 (NF100)	28	24	15	67
Non-Fiction 200 (NF200)	33	27	15	75
Non-Fiction 300 (NF300)	75	91	49	215
Non-Fiction 400 (NF400)	4	2	4	10
Non-Fiction 500 (NF500)	24	50	10	84
Non-Fiction 600 (NF600)	278	214	145	637
Non-Fiction 700 (NF700)	69	87	59	215
Non-Fiction 800 (NF800)	24	12	7	43
Non-Fiction 900 (NF900)	73	52	24	149
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	45	121	73	239
Nonfiction (NFIC)	1	0	3	4
Nonfiction New (NFNEW)	160	228	126	514
Nonfiction VHS (NFVH)	14	22	7	43
Oversize (OVER)	1	2	0	3
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	7	0	0	7

Reference (REF)	83	92	31	206
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	5	12	2	19
Software (SWAR)	34	72	31	137
Vertical File (VF)	1	1	0	2
VHS	82	4	144	230
YA Audio book (YAUDB)	18	9	3	30
YA Biography (YAB)	0	1	0	1
YA Books on CD (YABKCD)	0	0	1	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	280	326	207	813
YA Music CD (YACD)	5	158	1	164
YA Nonfiction (YANF)	11	14	18	43
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	19	3	0	22
				0
Free reads	403	608	159	1170
Games/Puzzles	5	90	3	98
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10658	12819	7132	30609

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2531	2303	1222	6056
Nonfiction	996	1060	564	2620
CHILDREN'S BOOKS				
Fiction	1735	1800	1001	4536
Nonfiction	438	673	310	1421
YA BOOKS				
Fiction	312	465	236	1013
Nonfiction	11	15	18	44
Magazines, Adult	670	599	308	1577
Magazines, Children	63	24	20	107
Sound Recordings, adult	673	458	567	1698
Sound Recordings, ch	133	237	48	418
Online databases	0	0	0	0
Software	34	72	31	137
Vertical file	1	1	0	2
VHS/DVD/Blu-Ray	1627	2506	1827	5960
Equipment	109	140	47	296
Total	9333	10353	6199	25885
A-V Circulation	2467	3273	2473	8213
A-V Circulation as % of total	26.4%	31.6%	39.9%	31.7%

August 2011

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
20,400	20,537	11,719	11,808	12,502	12,601 Fiction
18,853	18,937	20,214	20,045	9,944	9,985 Nonfiction
					CHILDREN'S BKS
13,842	13,944	11,660	11,726	9,999	10,018 Fiction
9,081	9,132	6,319	6,360	5,441	5,499 Nonfiction
					YA BOOKS
2,065	2,080	2,468	2,501	1,976	1,999 Fiction
505	505	688	688	200	200 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,010	3,048	3,485	3,495	3,387	3,416 Sound Rec/Adult
688	690	355	352	705	712 Sound Rec/Child
19	19	29	29	7	7 Online Databases
374	381	357	357	182	182 Software
2	2			4	4 Vertical Files
3,600	3,662	5,255	5,383	3,028	3,013 VHS/DVD
118	118	142	142	57	57 Equipment
72,557	73,055	62,711	62,906	47,432	47,693 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

August 2011

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	205	44	208	45	296	64	709	154
LOCAL HISTORY								
In person	2	1	20	6	3	1	25	7
Letters written	2	2	10	10	0	0	12	12
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1320	55	2376	99	930	39	4626	193
Computer software used	190	16	172	14	150	13	512	43
VCR Use	0	0	0	0	0	0	0	0
Microforms	0	0	9	1	0	0	9	1
CD ROM/Online databases	241	20	403	34	182	15	826	69
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	0	0	13	4	13	4
OTHER LIBRARY SERVICES USED								
Outreach activities	24	24	16	11		0	40	27
Notarized documents	12	3	4	1	6	2	22	6
Meeting Room Use (no. of group)	26	9	44	15	14	5	84	28
Study room use	11	1	16	1	21	2	48	4
Proctoring	0	0	3	2	0	0	3	2
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							98	
IN-HOUSE USE ITEMS	93		777		183		1053	
WIRELESS USE via patron owned pcs	276		339		224		839	
SELF-CHECKOUT USE	369		1098		637		2104	
INTERLIBRARY LOANS								
Requests made for:	83	21	90	23	21	5	194	49
Items rec'd for:	83	42	92	46	31	16	206	103
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8639	8683	4879	22201
Non-resident, paying	1	4	0	5
PLAC card users	0	4	0	4
Reciprocal borrowers	421	450	94	965
Number of New Patrons Added	55	66	33	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	3	18	1	6	4	24
Children's Programs (0-13)	4	24	10	60	0	0	14	84
Number attending	43		147		7		197	
YA Programs (14-17)	0	0	0	0	1	6	1	6
Number attending	0		53		2		55	
Adult Programs	4	24	7	42	1	6	12	72
Number attending	61		167		4		232	
Senior Citizen Programs	6	36	3	18	3	18	12	72
Number attending	52		95		27		174	
Total Number of Programs	14	84	23	138	6	36	43	258
Total Persons Attending	156		462		40		658	
Total Attending Same Month Last `	622		331		48		1001	
Total Staff Hours Spent		321		445		200	966	958
Total Number of In-House Program	11		20		6		37	
Total Attendance	132		240		40		412	
Total Number of Outreach Program	3		3		0		6	
Total Attendance	24		222		0		246	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6348	68.6%	6510	62.7%	4119	66.7%	16977	65.8%
Corporate	0	0.0%	50	0.5%	0	0.0%	50	0.2%
Juvenile 0-11	167	1.8%	321	3.1%	85	1.4%	573	2.2%
Juvenile-AV	1240	13.4%	1669	16.1%	945	15.3%	3854	14.9%
Nonresident No Fee	54	0.6%	101	1.0%	53	0.9%	208	0.8%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	490	5.3%	278	2.7%	152	2.5%	920	3.6%
Reciprocal Juvenile	1	0.0%	4	0.0%	0	0.0%	5	0.0%
Reciprocal Juvenile AV	33	0.4%	36	0.3%	6	0.1%	75	0.3%
Reciprocal YA	5	0.1%	11	0.1%	0	0.0%	16	0.1%
Reciprocal YA AV	0	0.0%	6	0.1%	6	0.1%	12	0.0%
School	0	0.0%	9	0.1%	0	0.0%	9	0.0%
School AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
St. Joseph College	0	0.0%	6	0.1%	0	0.0%	6	0.0%
Staff	455	4.9%	832	8.0%	501	8.1%	1788	6.9%
Walking books	58	0.6%	95	0.9%	0	0.0%	153	0.6%
YA 12-17	58	0.6%	88	0.8%	7	0.1%	153	3.9%
YA-AV	349	3.8%	358	3.5%	297	4.8%	1004	3.9%
Total	9258		10376		6171		25805	
 All items borrowed by nonresidents	 583	 6.3%	 453	 4.4%	 217	 3.5%	 1253	 4.9%

LIBRARY STAFF PRIVILEGE POLICY

Although the Library encourages staff to return materials on time, no fines will be assessed for overdue materials. Staff *will* be responsible for payment for lost or damaged materials checked out to them. As with other library users, borrowing privileges will be suspended when materials are two months overdue, until overdue materials are returned. Staff is expected to adhere to the same renewal and hold(s) policies that patrons are required to follow.

Lost or damaged library cards will be replaced free of charge.

Staff members may check out more than 2 items without presenting their library card.

FAX messages may be sent and received for 15 cents per page.

Meeting rooms may be used free of charge for social engagements. A deposit is not required.

~~These privileges may also be extended to library volunteers who regularly spend an average of 3 or more hours per week in service to the library.~~

These privileges are extended only to staff ~~and, when desired, volunteers~~, not to members of their families.

8/94; revised 9/11

LIBRARY BOARD PRIVILEGE POLICY

Although the Library encourages board members to return materials on time, no fines will be assessed for overdue materials. This privilege will also be extended to spouses of ~~present~~ current board members ~~and, upon request,~~ to their children living at home and under the age of 25 (upon request). ~~This privilege will also be extended~~ and to past board members.

Board members and families *will* be responsible for payment for lost or damaged materials checked out to them. As with other library users, borrowing privileges will be suspended when materials are two months overdue, until overdue materials are returned.

Lost or damaged library cards will be replaced free of charge.

Board members may check out more than 2 items without presenting their library card.

FAX messages may be sent and received for 15 cents per page.

Meeting rooms may be used free of charge for social engagements. A deposit is not required.

Except in the case of overdue fines, these privileges are extended only to board members, not to members of their families.

8/94; revised 9/11

JASPER COUNTY PUBLIC LIBRARY

Mission Statement

2005

The Jasper County Public Library's mission is to inform, enrich and empower our diverse community.

Role

- The Library provides easy access to:

Books
Magazines
Newspapers
CDs
VHS/DVDs/BluRays

Audio Books/Playaways/Ebooks
Computer Software
Research Materials
The Wired & Wireless Internet
Computers/Printers/Scanners

- The Library offers easy access to our facilities, providing convenient hours and adequate space for materials, programming and quiet study.
- The Library serves as a cultural and community center, providing classes, programs and a place for the community to gather.
- The Library is a center for access to local history and genealogical resources relevant to Jasper County
- The Library is on the forefront of the information age. We make it a priority to continually evaluate rapidly changing technology, selecting those technologies which improve or enhance our service.
- The Library cooperates with other libraries to provide better service to its users and make the most effective and efficient use of its tax dollars.
- ~~The Library employs Trained experts who~~ staff assists users in making full use of library resources, programs, and facilities.

Our Values

- We provide prompt, accurate and friendly service.
- We treat all library users with equal respect and consideration.
- We consider every question valid.
- We provide information expressing various viewpoints.
- We respect and protect the privacy of our patrons to the fullest extent permissible by law.
- We are committed to Intellectual Freedom. We encourage the exchange of ideas and information. We resist all efforts to censor Library resources.
- We encourage and support the highest level of personal initiative and professional development. We provide creative challenges, financial remuneration and continuing education for all staff.
- We foster and support teamwork, cooperation and involvement at all levels of the organization. We treat each other with respect and integrity and work as a team with the board.

Adopted 1/17/95; revised 9/11

Meeting Room Policy

Who May Use the Meeting Rooms

The Rensselaer, DeMotte, and Wheatfield libraries have meeting areas available for the purpose of promoting the library's mission to

inform, enrich and empower our diverse community.

The meeting rooms are available for use by area clubs, organizations, committees, individuals and businesses with restrictions on use noted below. The library's programs and meetings shall have first priority for use.

The meeting rooms will be available to groups in the community regardless of the beliefs and affiliations of their individual members.

No one may sell, trade, or solicit on Library property and no admission fees may be charged or collected, *except in conjunction with a library-sponsored program/event (prior approval is required).*

The individual reserving and assuming responsibility for the room must be a resident of the Jasper County Public Library district who is a library card holder in good standing. Exceptions to this requirement will be made for representatives of U.S. or Indiana governmental agencies.

The Board of Trustees reserves the right to make a final decision if questions arise concerning use of the libraries.

Responsibilities of User Group

Use must be confined to the activity for which the facilities were requested. Grounds, furniture, equipment and other property must be properly cared for and returned to a neat and orderly condition following use. Upon leaving the building, meeting room must be securely locked.

Furnishings may not be removed from the meeting area without permission of the building supervisor. Nothing may be attached to or removed from walls, ceiling or floor except on designated bulletin boards or by special permission of the building supervisor.

Open flames (candles, matches, etc.) and red, orange or purple beverages are not permitted in meeting rooms.

Groups using the library's facilities are responsible for the actions of those persons attending their functions and must take full responsibility for loss or damage to any Library property, furnishings, and/or equipment occurring as a result of their group's use of Library property.

The Library shall not be responsible for damage or injury to any person or property occurring as a result of the group's use of the library.

Groups meeting while the library is open for business must maintain a noise level that does not interfere with the normal functioning of the library.

Publicizing Programs

The fact that a group is permitted to meet at the Library does not imply co-sponsorship of the event or Library endorsement of the group or of the ideas presented at the meeting. Publicity for meetings or programs must make this clear.

Room Charges

There is no charge for single or monthly meetings or programs except for private social gatherings. Use of a meeting room is subject to the approval of the Director or Agency Head. The Library Board of Trustees is the sole arbiter of any questions relating to the use of a meeting room.

Donations to the library's gift fund are accepted with pleasure.

The meeting rooms may be rented for private social gatherings. The cost is \$50.00 plus applicable taxes. A \$100 security deposit is required, payable prior to the scheduled event. The security deposit is forfeited if the room is not left in good condition.

Smoking and Drinking

Smoking is not permitted in any part of the library. Use of alcoholic beverages is prohibited on all library property.

Revoking of Meeting Room Privileges

The Library reserves the right to revoke meeting room privileges for any group if it feels the group has not met the conditions stated in this policy.

The Library's Responsibility

The Library is not responsible for items left in the building. No storage facilities are available for meeting room users.

Adopted 1993; revised 9/11

JCPL FINANCIAL STATEMENT

F1

August 31, 2011

	<u>Beginning 2011 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$658,796.81	\$184,499.71	\$1,279,207.36	\$82,176.31	\$1,039,569.65	\$419,159.10
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00	\$50.00
Gift Fund	\$6,786.28	\$3,648.61	\$10,057.15	\$399.82	\$8,968.36	\$5,697.49
DeMotte	\$1,694.92	\$283.91	\$2,019.16	\$166.52	\$2,004.84	\$1,680.60
Rensselaer	\$3,898.84	\$3,222.29	\$6,668.38	\$46.80	\$5,184.25	\$2,414.71
Wheatfield	\$1,192.52	\$142.41	\$1,369.61	\$186.50	\$1,779.27	\$1,602.18
Library Improvement Reserve Fund	\$215,110.13	\$2,227.29	\$4,457.29	\$84.81	\$698.23	\$211,351.07
Bond & Interest Redemption Fund	\$179,021.25	\$0.00	\$316,753.75	\$0.00	\$347,131.24	\$209,398.74
Includes \$172,284.58 transfer from Constr.						
Rainy Day Fund	\$303,858.32	\$396.49	\$396.49	\$0.00	\$0.00	\$303,461.83
Includes Investments of: \$250,000.00						
State Technology Fund Grant Fund	\$9,655.00	\$885.00	\$7,080.00	\$0.00	\$0.00	\$2,575.00
Capital Projects Fund	\$1,006,019.73	\$0.00	\$17,273.83	\$9,137.14	\$142,557.55	\$1,131,303.45
Includes Investments of: \$1,000,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library Excess Fund	\$89,451.93	\$0.00	\$0.00	\$0.00	\$0.00	\$89,451.93
Sales Tax	\$20.81	\$0.00	\$20.41	\$0.49	\$21.20	\$21.60
Construction Fund	\$178,638.84	\$0.00	\$179,134.58	\$0.00	\$495.74	\$0.00
Includes \$172,284.58 transfer to BIRF						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$60.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,134.43	\$65,893.29	\$8,134.43	\$65,893.29	\$0.00
FICA Tax Collected	\$0.00	\$5,064.21	\$40,183.77	\$5,064.21	\$40,183.77	\$0.00
State Tax Collected	\$3,431.56	\$3,381.13	\$26,822.52	\$3,370.44	\$26,761.40	\$3,370.44
County Tax Collected	\$2,416.10	\$2,483.57	\$19,681.23	\$2,473.96	\$19,739.14	\$2,474.01
Deferred Comp.	\$0.00	\$2,650.00	\$20,530.00	\$2,650.00	\$20,530.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,106.39	\$24,256.38	\$3,032.07	\$24,256.44	\$0.06
Employee Life Insur.	\$0.00	\$270.32	\$1,091.28	\$135.16	\$1,091.28	\$0.00
Employee P.E.R.F.	\$6,609.66	\$0.00	\$20,414.70	\$2,288.02	\$18,400.18	\$4,595.14
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,660,076.42	\$216,747.15	\$2,033,304.03	\$118,946.86	\$1,756,407.47	\$2,383,179.86

Bank Balances
Jasper County Public Library
Report as of: 8/31/2011

<i>Bank</i>		
1	Alliance Bank	\$913,168.26
2	Demotte State Bank	\$5,615.37
3	Alliance Bank-LIRF Acct	\$211,351.07
4	PNC Bank	\$2,775.16
5	Cash On Hand	\$270.00
6	Alliance Bank-Construction Ckg.	\$0.00
7	Rensselaer Bnkg Ctr CD#400042127/400042839	\$500,000.00
8	Rensselaer Banking Ctr CD#400042716	\$750,000.00
10		
11		

Total all banks = \$2,383,179.86

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**100 OPERATING FUND****Jasper County Public Library****Report Date: From 8/1/2011 To 8/31/2011**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 SALARY OF LIBRARIAN	\$57,866.00	\$0.00	\$57,866.00	\$4,822.14	\$38,529.45	\$19,336.55	66.6
1.12 SALARY OF ASSISTANTS	\$1,010,295.00	\$0.00	\$1,010,295.00	\$81,858.16	\$653,927.13	\$356,367.87	64.7
1.13 WAGES OF JANITORS	\$54,774.00	\$0.00	\$54,774.00	\$5,985.25	\$43,023.96	\$11,750.04	78.5
1.21 EMPLOYER'S SHARE-FICA	\$85,905.00	\$0.00	\$85,905.00	\$6,856.92	\$54,408.37	\$31,496.63	63.3
1.22 UNEMPLOYMENT COMPENSATION	\$4,658.00	\$0.00	\$4,658.00	\$0.00	\$2,329.09	\$2,328.91	50.0
1.23 EMPLOYER'S CONTRIB.- PERF	\$71,267.00	\$0.00	\$71,267.00	\$0.00	\$53,504.99	\$17,762.01	75.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$100,029.00	\$0.00	\$100,029.00	\$6,653.93	\$53,218.02	\$46,810.98	53.2
Subtotal	\$1,384,794.00		\$1,384,794.00	\$106,176.40	\$898,941.01	\$485,852.99	64.9
2. Supplies							
2.11 OFFICIAL RECORDS	\$325.00	\$0.00	\$325.00	\$142.63	\$491.99	(\$166.99)	151.4
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$7,500.00	\$59.77	\$7,559.77	\$152.07	\$3,881.48	\$3,678.29	51.3
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$29.74	\$3,068.18	\$2,931.82	51.1
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.29	\$6,200.29	\$292.37	\$3,210.11	\$2,990.18	51.8
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$200.00	\$2,006.85	(\$1,006.85)	200.7
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$65.74	\$134.26	32.9
2.33 REPAIR PARTS	\$700.00	\$0.00	\$700.00	\$167.13	\$1,597.74	(\$897.74)	228.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$13,400.00	\$0.00	\$13,400.00	\$575.59	\$6,213.37	\$7,186.63	46.4
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$121.00	\$121.00	\$79.00	60.5
Subtotal	\$35,825.00	\$60.06	\$35,885.06	\$1,680.53	\$20,656.46	\$15,228.60	57.6
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$102.00	\$4,898.00	2.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,065.00	\$0.00	\$5,065.00	\$327.00	\$3,187.63	\$1,877.37	62.9
3.21 TELEPHONE	\$4,000.00	\$0.00	\$4,000.00	\$459.45	\$2,270.05	\$1,729.95	56.8
3.22 POSTAGE	\$4,000.00	\$0.00	\$4,000.00	\$368.00	\$2,098.39	\$1,901.61	52.5
3.23 MILEAGE	\$22,000.00	\$0.00	\$22,000.00	\$1,181.68	\$10,089.36	\$11,910.64	45.9
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$30.00	\$8,030.00	\$351.47	\$3,328.04	\$4,701.96	41.4
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$149.83	\$1,061.73	\$438.27	70.8
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$0.00	\$0.00	\$35,400.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$215.73	\$784.27	21.6
3.33 MARKETING ADVERTISING	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$834.73	\$165.27	83.5
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$56.12	\$256.12	(\$106.12)	170.7
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$9,725.00	\$21,012.00	\$4,988.00	80.8
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$538.79	\$16,257.30	\$33,742.70	32.5
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$7,641.43	\$48,135.76	\$21,864.24	68.8
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$111.10	\$835.00	\$1,165.00	41.8
3.54 WASTE DISPOSAL SERVICES	\$5,100.00	\$0.00	\$5,100.00	\$482.79	\$3,670.43	\$1,429.57	72.0
3.61 BUILDING & STRUCTURES	\$47,320.00	\$599.75	\$47,919.75	\$6,542.30	\$43,514.31	\$4,405.44	90.8
3.62 EQUIPMENT REPAIRS	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$273.75	\$926.25	22.8
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$109.95	\$310.60	(\$60.60)	124.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.91 DUES	\$2,220.00	\$0.00	\$2,220.00	\$0.00	\$2,239.97	(\$19.97)	100.9
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.58	\$325.58	\$0.00	\$0.59	\$324.99	0.2
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$125.00	\$191.00	\$316.00	\$28.99	\$210.40	\$105.60	66.6
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$91,563.00	\$0.00	\$91,563.00	\$30,244.83	\$59,143.89	\$32,419.11	64.6
Subtotal	\$433,338.00	\$821.33	\$434,159.33	\$58,318.73	\$219,047.78	\$215,111.55	50.5
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$11,625.00	\$0.00	\$11,625.00	\$39.62	\$2,576.83	\$9,048.17	22.2
4.51 BOOKS	\$147,000.00	\$0.00	\$147,000.00	\$10,432.66	\$81,847.34	\$65,152.66	55.7
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$423.02	\$14,175.93	\$7,824.07	64.4
4.53 NONPRINTED MATERIALS	\$78,500.00	\$174.85	\$78,674.85	\$7,428.75	\$41,902.01	\$36,772.84	53.3
Subtotal	\$259,125.00	\$174.85	\$259,299.85	\$18,324.05	\$140,502.11	\$118,797.74	54.2
Grand Total	\$2,113,082.00	\$1,056.24	\$2,114,138.24	\$184,499.71	\$1,279,147.36	\$834,990.88	60.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 8/1/2011 To 8/31/2011

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$0.00	\$0.00	\$0.00	\$1,652.29	\$1,652.29	(\$1,652.29)	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$575.00	\$2,805.00	\$7,195.00	28.1
3.61 BUILDING & STRUCTURES	\$46,350.00	\$0.00	\$46,350.00	\$0.00	\$0.00	\$46,350.00	0.0
Subtotal	\$56,350.00		\$56,350.00	\$2,227.29	\$4,457.29	\$51,892.71	7.9
Grand Total	\$56,350.00	\$0.00	\$56,350.00	\$2,227.29	\$4,457.29	\$51,892.71	7.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**160 CAPITAL PROJECTS FUND****Jasper County Public Library****Report Date: From 8/1/2011 To 8/31/2011**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$18,060.00	\$0.00	\$18,060.00	\$0.00	\$17,185.83	\$874.17	95.2
Subtotal	\$18,060.00		\$18,060.00	\$0.00	\$17,185.83	\$874.17	95.2
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$31,380.00	\$0.00	\$31,380.00	\$0.00	\$88.00	\$31,292.00	0.3
4.53 NONPRINTED MATERIALS	\$560.00	\$0.00	\$560.00	\$0.00	\$0.00	\$560.00	0.0
Subtotal	\$31,940.00		\$31,940.00	\$0.00	\$88.00	\$31,852.00	0.3
Grand Total	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$17,273.83	\$32,726.17	34.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
4/11/2011	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$3.70	Reimbursed for Office supply purchase, Quill A/P #282, A/R #165
6/13/2011	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$56.07	Reimburse Lib for employee purchase, A/P#485, A/R #287
8/8/2011	100 OPERATING FUND	2.23 OTHER OPERATING SUPPLIES	\$0.29	Reimbursed for water -A/R #395, A/P #634
5/23/2011	100 OPERATING FUND	3.24 PROFESSIONAL MEETINGS	\$30.00	Partial Refund on Cancelled Mtg. Reservation-A/P #256 & A/R #250
7/25/2011	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$505.89	Ins. Claim Reimbursement for Tree Damages @ DeM. Lib, A/P #602-Wiseman Tree Service
8/26/2011	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$93.86	Refunded overcharge on Ins Claim on A/P #627 (A/R 459)
4/11/2011	100 OPERATING FUND	3.93 TAXES & ASSESSMENTS	\$0.58	Reimbursed for Sales Tax charged - A/P#289-SVT
2/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Refund on Lost Bk Pd & Found - A/P#102 (Sirk)-1/15/11
3/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.99	Refund on Lost Bk Pd & Found - A/P#184 (Forbes)-2/7/11
3/26/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	Refund on Lost Bk Pd & Found - A/P#3123, 3/26/11
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Refund on Lost Bk Pd & Found - A/P#286, 3/9/11(Streveler)
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	refund on Lost Bk Pd & Found - A/P#268, 3/17/11(Fitzpatrick)
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	refund on Lost Bk Pd & Found - A/P#248, 3/12/11 (VandeerMolen)
5/9/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	refund on Lost Bk Pd & Found - A/P#379, 3/9/11
5/9/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.95	refund on Lost Bk Pd & Found - A/P#400 3/7/11
6/13/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$22.95	refund on Lost Bk Pd & Found - A/P#470, 3/29/11
7/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.20	Refund on Lost Bk Pd & Found - A/P#542
7/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$11.97	Refund on Lost Bk Pd & Found - A/P#571
8/8/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$6.99	Refund onLost Pd Bk found - A/P 663, A/R of 7/23/11
8/8/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.50	Refund on Lost Bk Pd & Found - A/P#640, 7/19/11.
8/8/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.50	ILL Lost Bk - A/P #661, E. Jordan reimbursed 7/14/11
1/3/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$149.90	Encumbered per Board Mtg Approval, 12/29/10
8/8/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$24.95	A. Pavloff reimbursed for damaged tape (A/R #374), A/P #658

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
Net Changes by Fund				
	<i>Fund Number</i>		<i>Net Change</i>	
	100		\$1,056.24	

Voucher List
Jasper County Public Library

Report Date: From 8/1/2011 To 8/31/2011

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	622	AFLAC	8/1/2011	Supplemental Ins. Premium-July (ONLINE Banking #FBTB5LR8)	\$209.48
30577	623	AARON'S LAWN CARE	8/8/2011	Lawn Mowing, Edging, Yard cleanup-D-R-W, July 2011	\$990.00
30578	624	ACE HARDWARE	8/8/2011	Door Stop, Lock, hardware, shop towels, drop cloth, mtg room ceiling repairs@ DeM	\$42.32
30579	625	ALLIED WASTE SERVICES #71	8/8/2011	Trash Service-Wh. Lib, August 2011	\$69.69
30580	626	AMERICAN LIB. ASSN.	8/8/2011	Posters, Bookmarks, Brochures- Every Child Ready to Read materials	\$121.00
30581	627	AMERICLEAN	8/8/2011	Extraction services, equipment used in cleanup from seepage at DeMotte Lib.storm damage of 7/22/11.	\$4,842.30
30582	628	ANGELA HAMSTRA	8/8/2011	Refund of DeM.Mtg Room Use - no A/C	\$50.00
30583	629	ANTHEM BLUE CROSS BLUE	8/8/2011	Health Ins Premium-August 2011	\$9,307.62
30584	630	ANTHEM LIFE	8/8/2011	Life Ins. Premium-August 2011	\$103.14
30585	631	AUDIOCRAFT PUBLISHING, IN	8/8/2011	Paperbacks	\$35.55
30586	632	BAKER & TAYLOR	8/8/2011	Books, Continuations, AV, Auto. Yours	\$12,659.55
30587	633	BAKER & TAYLOR ENTERTAIN	8/8/2011	DVDs	\$864.76
30588	634	BLUETARP FINANCIAL, INC	8/8/2011	RoundUp Weed Killer	\$22.27
30589	635	BRENDA THOMPSON	8/8/2011	Mileage: B2B meeting	\$39.41
30590	636	BRIAN ORBAN	8/8/2011	Irrigation System setup, adjust heads	\$265.00
30591	637	CAPITAL ONE BANK (USA), NA	8/8/2011	Notary Application fee, B2B expenses, Teen Volunteer Thank You, Staff Anniv/Ad. Reading Gift Cards, Ref Counterparts & Mgmt Mtg hosting expenses, notebooks, Summer Rdg party, LCD Proj carrying case & return same, LCD Proj. Hard case, Cash Register keys	\$527.55
30592	638	CARDINAL OFFICE PRODUCT	8/8/2011	DeM. Workroom Copier Qtly Mtnce Contract	\$315.77
30593	639	CHARLESBRIDGE PUBLISHIN	8/8/2011	Children books	\$130.07
30594	640	CHRISTOPHER MUNOZ	8/8/2011	Found Lost paid for book	\$12.50
30595	641	CIRCLE R ELECTRIC, INC.	8/8/2011	Replaced power supply-Whetfld Door Security system	\$370.00
30596	642	CULLIGAN OF KOUTS	8/8/2011	July Water and Cooler Rental-Wh. Lib	\$37.55
30597	643	DEMCO	8/8/2011	Book tape, Magazine binders	\$375.88
30598	644	DEMOTTE HISTORICAL SOCIE	8/8/2011	Books	\$75.00
30599	645	DEX	8/8/2011	White/Yellow Page advertisements-Aug-Oct 2011	\$87.00
30600	646	DIANA KOOY	8/8/2011	Mileage: B2B, Mgmt Mtgs, Bank Deposits; Fan-Whetfld Lib; Long Distance Calls-storm	\$54.13
30601	647	DIANE OPOLSKI	8/8/2011	Mileage: Bank Deposits, ASK Mtg	\$35.91
30602	648	DUCKWALL-ALCO STORES, IN	8/8/2011	Volunteer Party expenses-DeM.	\$5.00
30603	649	DUMAS, WEIST & MAHNESMIT	8/8/2011	Legal Assistance-Rens Parking Lot expansion	\$1,652.29
30604	650	EBSCO Accounts Receivable	8/8/2011	eBook Adobe Content Server subscription	\$225.00
30605	651	EDUCATION NETWORKS OF A	8/8/2011	Internet Services-July 2011	\$885.00
30606	652	EVELYN BRISTOL	8/8/2011	B4Bucks Teen party-DeM	\$28.10
30607	653	FASE'S WATER TREATMENT	8/8/2011	Redout @ DeM; Concrete Saw & Blade Rental-Wh	\$86.75
30608	654	GAIL EVANS	8/8/2011	Crash Bar Keys-DeM; Mileage: Bank Deposits, ILL-Post Office, Fin Counterparts, PERF Mtgs, Assess DeM. Storm Damage, purchase cleaning/office supplies, Consolidated Ins. Business, banking	\$122.49
30609	655	GALE	8/8/2011	Books	\$969.32
30610	656	H.L. MOHLER & ASSOCIATES	8/8/2011	Preparation of Rens Parking Lot Bid documents	\$575.00
30611	657	HERITAGE OFFICE PRODUCT	8/8/2011	Nametag - Karla	\$11.50
30612	658	HOOKE ON PHONICS	8/8/2011	Hooked On Phonics Learn to Read materials (Patron A. Pavloff -partial reimbursement)	\$199.96
30613	659	HP PRODUCTS CORP.	8/8/2011	Vacuum Repair parts, Dustmops	\$193.88
30614	660	INDIANA UNIVERSITY PRESS	8/8/2011	Books	\$91.59

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30615	661	IMCPL	8/8/2011	Ill Book (Sickened: Memoir of Munchausen...) Lost - Patron H. Phillips charged	\$22.00
30616	662	INFORMATION TODAY, INC.	8/8/2011	Internet Librarian registration, S. Maxwell, 10/17-19, 2011	\$299.00
30617	663	IRENE WILSON	8/8/2011	Lost Pd Book returned	\$6.99
30618	664	JASPER COUNTY HOSPITAL	8/8/2011	Bi-Monthly Water testing (Coliform)-DeM Lib	\$20.00
128	665	JASPER COUNTY PUBLIC LIB	8/8/2011	Bank Transfer - Rens. Parking Lot Expansion (Legal and architectural expenses)	\$2,227.29
30619	666	JASPER COUNTY LAND SURV	8/8/2011	Locate DeM. Lib survey markers on south end of property and parking lot	\$307.00
30620	667	LAFAYETTE OFFICE SYSTEM	8/8/2011	Qtly Copier Contract, Rens Workroom	\$452.48
30621	668	LAKE COUNTY PUBLIC LIBRA	8/8/2011	ILL Lost book - Adult Children of Alcoholics	\$9.50
30622	669	LIBERTY MUTUAL	8/8/2011	Renewal Notary Bond-K. Delger	\$50.00
30623	670	LINDA POORTENGA	8/8/2011	Mileage: B2B, Lib Council, Mgmt Mtgs	\$107.67
30624	671	LINDA THOMPSON	8/8/2011	Amazon.com books	\$35.29
30625	672	NANETTE SPEACHT	8/8/2011	LP Books	\$168.80
30626	673	NORTHWESTERN INDIANA TE	8/8/2011	DeMotte Local Phones-August 2011	\$171.46
30627	674	OFFICE DEPOT	8/8/2011	Binders, Software, Fasteners, Contact Paper	\$342.81
30628	675	ORIENTAL TRADING CO., INC	8/8/2011	Ch. Library Program supplies	\$52.40
30629	676	OSBY WATER CONDITIONING	8/8/2011	Softener Chemicals-Wh. Lib	\$165.00
30630	677	PATTY STRINGFELLOW	8/8/2011	July Mileage: Branch visit, Gateway training, Lib Council Mtg	\$97.68
30631	678	PEGGY WOODS	8/8/2011	Mileage: Return DVDs, PERF Mtg, AV Shopping trip	\$31.51
30632	679	POSTMASTER	8/8/2011	Stamps: 60-\$.98, 80- \$.84, 80-\$1.00, 80- \$.75, 100-\$.61, 100- \$.29, 60- \$.20	\$368.00
30633	680	QUILL CORPORATION	8/8/2011	Chair Mat, Filament tape, Adding Machine rolls, pens, key tags, Fax ribbon	\$136.02
30634	681	RACO INDUSTRIES	8/8/2011	Scanners for USB readings	\$560.50
30635	682	RELIABLE EXTERMINATORS, I	8/8/2011	Interior Pest Control - Rens	\$75.00
30636	683	RENSSELAER SEPTIC TANKS	8/8/2011	4-Parking Lot Notched Bumpers-Wh. Lib.	\$200.00
30637	684	SEBCO BOOKS	8/8/2011	Books	\$105.44
30638	685	SUBASTRAL, INC.	8/8/2011	Display Case - Milroy	\$2,798.00
30639	686	SUE TOBIAS	8/8/2011	Mileage: Bank Deposits, ILL Postage, PERF Mtg	\$17.95
30640	687	SVT, LLC	8/8/2011	Ch. Program Expenses	\$20.87
30641	688	THE LIBRARY CORPORATION	8/8/2011	Library Solutions Software Support, Marc Records Access, Hosting Services	\$27,427.00
30642	689	TOWN OF DEMOTTE	8/8/2011	Sewer Services, DeM. July 2011	\$69.80
30643	690	TOWN OF WHEATFIELD SEW	8/8/2011	Sewer services-Wh. August 2011	\$56.65
30644	691	UNIQUE MANAGEMENT SERVI	8/8/2011	Collections- Initial and Secondary Placements, June 2011	\$212.88
30645	692	VISION SERVICE PLAN- (IN)	8/8/2011	Premium-August 2011	\$200.92
30646	693	WAL-MART COMMUNITY/GEM	8/8/2011	Summer Rdg Supplies, Programming supplies, DVDs, Temperature gauge, batteries	\$612.76
30647	694	WASTE MANAGEMENT	8/8/2011	Trash Pick-up, DeM. Lib	\$60.50
30648	695	WHEATFIELD CHAMBER OF C	8/8/2011	Sandhill Crane Festival 10x10 Booth, Sep 17, 2011	\$40.00
30649	696	WORLD BOOK INC.	8/8/2011	Online Adv Reference Suite renewal	\$995.00
0	697	ALLIANCE BANK	8/8/2011	Direct Deposit fees, July 2011	\$36.70
30651	698	BOYCE FORMS/SYSTEMS	8/8/2011	4-Receipt Books-SBA	\$142.63
30652	699	HAINES & COMPANY, INC.	8/8/2011	Northwest Indiana Directories	\$711.00
30653	700	MAGAZINE SUBSCRIPTION SE	8/8/2011	New Subscriptions-Rens Lib; adjustment to previous appropriations (Wh Lib, Wh Literacy, Wh. Gift Fund)	\$440.99
30654	701	McDANIEL FIRE SYSTEMS, LL	8/8/2011	Fire Protection Service Agreement-Whetfld Lib	\$1,800.00
30655	702	MIDWEST TAPE	8/8/2011	DVDs	\$74.45
0	703	GREAT-WEST RETIREMENT S	8/10/2011	Annuity w/held from 10 August 11 Payroll-9 participants. (Online Confirmation #5BEBTL6Z)	\$1,325.00
0	704	INDIANA DEPARTMENT OF RE	8/19/2011	State & County Taxes w/held 10 July 11 Payroll, ref #54511, Verif Code #36	\$5,864.70

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	705	IRS USA TAXPAYMENT	8/10/2011	FICA & Federal Taxes w/held 10 August 11, Ref #62851646	\$9,830.44
0	706	JOSEPH ZELLON	8/10/2011	Courier Mileage-July 15-31, 2011(Online Confirm #9BHBFL11)	\$330.00
0	707	NIPSCO	8/10/2011	Wheatfield Utilities, 7/5/11-8/2/11 Confirm #GBJBLLJZ	\$1,998.86
0	708	PAYROLL	8/10/2011	PAYROLL	\$45,374.17
30656	709	QWEST	8/8/2011	Long Distance Charges, 7/5/11-7/31/11	\$12.74
30657	710	INDIANA INSURANCE COMPA	8/8/2011	Building Ins Policy-10/15/11-4/16/12	\$9,725.00
0	711	JASPER COUNTY PUBLIC LIB	8/5/2011	CD#40042127 Matured, REINVESTED Principle in 1 yr CD#400042839	\$0.00
0	712	PAYROLL	8/25/2011	PAYROLL	\$47,291.38
0	713	AFLAC	8/25/2011	Supplemental Ins. Premium-August (ONLINE Banking #2B25B5LDQ)	\$209.48
0	714	CENTURYLINK	8/25/2011	Local Telephones-Rens & Whtfld (August)-Online (Ref #GB7B1L4T & MBXBAL4T-Wh; #1BJBKLHK-Rens)	\$185.97
0	715	CITY OF RENSSELAER	8/25/2011	Rens. Utilities(7/8-8/9/11), Online Banking #WBMBTLET	\$3,336.25
0	716	GREAT-WEST RETIREMENT S	8/25/2011	Deferred Compensation Contributions 25AUG11 Payroll withholding (Online Banking #VB1BEXXA)	\$1,325.00
0	717	JOSEPH ZELLON	8/25/2011	Courier Mileage-Aug 1-15, 2011(Online Confirm #9BQBPLET)	\$366.30
0	718	IRS USA TAXPAYMENT	8/25/2011	FICA & Federal Taxes w/held 25 August 11, Ref #04763426	\$10,225.12
0	719	NIPSCO	8/25/2011	DeMotte Utilities, 7/8/11-8/4/11- Confirm #CB4BLLHK	\$3,154.76
Total Amount of Claims					\$218,974.44

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, September 01, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$218,974.44

Date this 12 day of September, 2011.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

August 31, 2011

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,956.60	\$22,804.50
DeMotte	\$1,024.94	\$8,400.17		
Rensselaer	\$1,235.75	\$8,401.88		
Wheatfield	\$695.91	\$6,002.45		
PHOTOCOPIES:			\$1,065.60	\$6,926.19
DeMotte	\$401.95	\$2,721.30		
Rensselaer	\$450.90	\$2,719.88		
Wheatfield	\$212.75	\$1,485.01		
INTEREST (Checking, Repurchase, CDs):.....			\$422.58	\$3,502.20
TAXES:			\$67,628.16	\$994,541.19
Property Tax	\$0.00	\$405,191.95		
LOIT	\$14,659.50	\$117,276.00		
License Excise Tax	\$0.00	\$42,141.65		
Financial Institution Tax	\$0.00	\$1,019.65		
CVET(Commercial Vehicle Excise)	\$0.00	\$5,162.66		
Local Option/Certified Shares	\$43,842.33	\$350,738.64		
Local Option/Property Tax Repl.	\$9,126.33	\$73,010.64		
TAXABLE SALES:-.....			\$6.51	\$160.86
REFUNDS:			\$10,096.86	\$11,634.71
Rebates/Refund	\$96.86	\$157.44		
Insurance Claims/Reimbursements	\$10,000.00	\$10,528.14		
Meeting Room Rental	\$0.00	\$350.00		
Reimbursement	\$0.00	\$0.29		
Fixed Asset Sales	\$0.00	\$33.00		
Miscellaneous Receipts	\$0.00	\$565.84		
TOTAL OPERATING FUND RECEIPTS.....			\$82,176.31	\$1,039,569.65
MAC FUND:.....			\$0.00	\$50.00
IF FUNDS:			\$399.82	\$8,968.36
DeMotte	\$166.52	\$2,004.84		
Rensselaer	\$46.80	\$5,184.25		
Wheatfield	\$186.50	\$1,779.27		
LIB. IMPROV. RESERVE FUND:			\$84.81	\$698.23
Interest Earned	\$84.81	\$698.23		
Transfer from Operating	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$347,131.24
Property Tax	\$0.00	\$159,402.93		
License Excise Tax	\$0.00	\$13,467.94		
Financial Institution Tax	\$0.00	\$325.87		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,649.92		
Interfund Transfer from BIRF	\$0.00	\$172,284.58		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:.....			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$9,137.14	\$142,557.55
Interest Earned	\$9,137.14	\$10,576.52		
Property Tax	\$0.00	\$120,323.51		
License Excise Tax	\$0.00	\$10,166.12		
Financial Institution Tax	\$0.00	\$245.98		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,245.42		
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00
LEVY EXCESS FUND:.....			\$0.00	\$0.00
SALES TAX:.....			\$0.49	\$21.20
CONSTRUCTION FUND:			\$0.00	\$495.74
Interest Earned	\$0.00	\$245.74		
Reimbursement	\$0.00	\$250.00		
CASH CHANGE FUND			\$0.00	\$60.00
SUB-TOTAL (page 1).....			\$91,798.57	\$1,539,551.97

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$8,134.43	\$65,893.29	\$27,148.29	\$216,855.50
FICA Collected	\$5,064.21	\$40,183.77		
State Tax Collected	\$3,370.44	\$26,761.40		
County Tax Collected	\$2,473.96	\$19,739.14		
Deferred Comp Plan	\$2,650.00	\$20,530.00		
Pre-tax Insurance Plans	\$3,032.07	\$24,256.44		
Life Insurance	\$135.16	\$1,091.28		
PERF	\$2,288.02	\$18,400.18		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
EIC	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$118,946.86	\$1,756,407.47

Voucher List
Jasper County Public Library

Report Date: From 9/1/2011 To 9/13/2011

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	720	ALLIED WASTE SERVICES #71	9/9/2011	Trash Service-Wh. Lib, September 2011(Confirm #4BLBHVC)	\$69.66
0	721	GREAT-WEST RETIREMENT S	9/9/2011	Deferred Comp Contributions 10 SEP 11 Payroll withholding (Online Banking #PBOBAXMD)	\$1,325.00
0	723	IRS USA TAXPAYMENT	9/12/2011	FICA & Federal Taxes w/held 9 September 11, Ref #62158536	\$10,838.39
0	724	JOSEPH ZELLON	9/9/2011	Courier Mileage-August 16-31, 2011(Online Confirm #ZBSBTXTI)	\$366.30
0	725	TOWN OF DEMOTTE	9/9/2011	EFT - Sewer Services, DeM. August 2011, Conf #XBPB4XD2	\$69.80
0	726	PAYROLL	9/9/2011	PAYROLL	\$49,400.32
30658	727	A.M. Best Company, Inc.	9/12/2011	Rating Guide -Continuations	\$329.90
30659	728	AARON'S LAWN CARE	9/12/2011	Mowing for all three Branches (8/1/11-8/23/11)	\$620.00
30660	729	ACE HARDWARE	9/12/2011	Super Glue, Mending Brace, Dowels, Drywall, Nuts/Bolts, Doorbell, Weed & Grass, Towels, Light Bulbs	\$45.25
0	730	ALLIANCE BANK	9/12/2011	Direct Deposit fees, August 2011	\$36.70
30661	731	AMERICLEAN	9/12/2011	Carpet Cleaning in DeM for Indiana Room and Staff Lounge	\$1,949.22
30662	732	ANTHEM BLUE CROSS BLUE	9/12/2011	Health Ins Premium-September 2011	\$9,307.62
30663	733	ANTHEM LIFE	9/12/2011	Life Ins. Premium-September 2011	\$103.14
30664	734	BAKER & TAYLOR	9/12/2011	Books, Continuations, AV, Auto. Yours	\$11,618.74
30665	735	BAKER & TAYLOR ENTERTAIN	9/12/2011	DVDs	\$639.70
30666	736	BETTER CONTAINERS MFG. C	9/12/2011	500 - Love My Library Bags	\$123.28
30667	737	BLUETARP FINANCIAL, INC	9/12/2011	Scotchguard, Paper Towels, Wood Stain, Root Killer, Caulk, Screws, Thinner	\$43.62
30668	738	BOOKPAGE	9/12/2011	Magazine (10/11-09/12)	\$456.00
30669	739	BRENDA THOMPSON	9/12/2011	Mileage: B2B	\$22.76
30670	740	BRIDGEWAY FINANCIAL GRO	9/12/2011	Books	\$36.00
30671	741	CAMPBELL PRINTING COMPA	9/12/2011	Self-Inking Deposit Stamp	\$24.67
30672	742	CAPITAL ONE BANK (USA), NA	9/12/2011	DVDs, Books, Meeting Expenses, Notebook, Software, Giftcard, 2 Batteries for APC	\$2,803.36
30673	743	CAROLYNN DeVRIES	9/12/2011	Prizes and Expenses for YA Program, DVDs	\$173.19
30674	744	CREATIVE PRODUCT SOURC	9/12/2011	Wooden Pencils	\$172.50
30675	745	CULLIGAN OF KOUTS	9/12/2011	August Water and Cooler Rental-Wh. Lib	\$63.15
30676	746	DEBORAH KRISTOFF	9/12/2011	Courier Mileage, (8/19)	\$33.30
30677	747	DEERWOOD GROUP LLC	9/12/2011	Deposit for Cabinets in Business Office	\$482.50
30678	748	DEMOTTE DECORATIVE STO	9/12/2011	Gold Mulch-10 yds @ Wh. Lib	\$360.00
0	749	DEMOTTE STATE BANK	9/12/2011	Checks	\$16.19
30679	750	DENISE GEORGOPOULOS	9/12/2011	Found and returned book	\$5.75
30680	751	EMILY DURAN	9/12/2011	Mileage: AV Trip	\$24.42
30681	752	EDUCATION NETWORKS OF A	9/12/2011	Internet Services-August 2011	\$885.00
30682	753	EVELYN BRISTOL	9/12/2011	Mileage: Deliver B2B bags, CYPD	\$150.96
30683	754	FASE-KALUF TV & APPLIANCE	9/12/2011	Air Condition for Systems Room	\$350.00
30684	755	FASE'S WATER TREATMENT	9/12/2011	9 Redout @ DeM	\$110.25
30685	756	FINDAWAY WORLD, LLC	9/12/2011	Earbuds	\$145.32
30686	757	FLEX-PAC INC	9/12/2011	Unial Block, Hand Sanitizer, Garbage Bags, Germicidal Bowl Cleaner, Hand Soap, Gloves	\$276.08
30687	758	GAIL EVANS	9/12/2011	Formula 409, Cleaning Wipes, Mileage: Post Office (ILL), Bank Deposits, Deliver Board Packets, Cash Register Training, Walmart, Check Cabinets, Meet with Americlean	\$88.52
30688	759	GAYLORD BROS.	9/12/2011	Book Easel, Blower Apparatus, Acrylic Risers for Milroy Cabinet; Labels	\$49.56

Printed on Monday, September 12, 2011

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30689	760	HERITAGE OFFICE PRODUCT	9/12/2011	Nettag - Nanette	\$11.50
30690	761	INDIANA LIBRARY FEDERATIO	9/12/2011	2011 ILF Legislative Forum (Stringfellow), CYPD Conference (Bristol, Phillips, Cavinder), Future of IN Public Libraries (Stringfellow)	\$785.00
30691	762	INTELLIGENT CLEANING SYS	9/12/2011	Toilet Tissue, Roll Towels, Multi-Fold Towels	\$396.05
30692	763	KATHERINE LONG	9/12/2011	Returned Lost Book	\$3.90
30693	764	KELLY PETERSON	9/12/2011	Reimbursement for a found book	\$7.50
30694	765	KIRBY RISK CORPORATION	9/12/2011	Wireless Doorbell, Ballasts	\$107.02
30695	766	LINDA POORTENGA	9/12/2011	Books, Mileage: Milroy, B2B, Counterparts	\$185.47
30696	767	M. LEE SMITH PUBLISHERS L	9/12/2011	H/R Database	\$900.00
30697	768	MICHELLE CANNON	9/12/2011	Reimbursement of returned book	\$12.95
30698	769	MIDWEST TAPE	9/12/2011	DVDs	\$202.81
30699	770	MOTION PICTURE LICENSING	9/12/2011	License Certificate - Rensselaer Lib (9/30/11-9/30/12)	\$100.00
30700	771	NANCY PHILLIPS	9/12/2011	Fish Tank Supplies	\$25.87
30701	772	NANETTE SPEACHT	9/12/2011	Mileage: Deposit, Seminar and Roundtable	\$114.33
30702	773	NORTHWESTERN INDIANA TE	9/12/2011	DeMotte Local Phones-September 2011	\$171.46
30728	774	MARK SHEPPERD	9/12/2011	Tree trimming at DeMotte Library and Removal of 2 Spruce Trees	\$1,150.00
30704	775	OFFICE DEPOT	9/12/2011	Scissors, Copy Paper, Construction Paper	\$73.89
30705	776	ORIENTAL TRADING CO., INC	9/12/2011	Fortune Cookies, Stampers, Bookmarks	\$27.99
30706	777	PATTY STRINGFELLOW	9/12/2011	Phone calls, Mileage: Conferences	\$129.69
30707	778	PEGGY WOODS	9/12/2011	DVDs, Mileage: AV shopping, Deposit	\$275.40
0	779	PNC BANK	9/12/2011	Checks & Deposit Slips	\$62.58
30708	780	PRECISION CONTROL SYSTE	9/12/2011	Repair flow switch, Qtly Maintenance-DeM & Rens.	\$2,180.70
30709	781	PRECISION GLASS, INC	9/12/2011	Glass Display Shelf replacement-DeM. Lib	\$54.00
30710	782	PROQUEST LLC	9/12/2011	Microfilm of Rens Republican (1/1/11-4/30/11)	\$91.22
30711	783	QUILL CORPORATION	9/12/2011	White Out, Dust Destroyer, Binder	\$89.87
30712	784	RACHAEL CAVINDER	9/12/2011	Mileage: AV Shopping	\$28.86
30713	785	RENSSELAER REPUBLICAN	9/12/2011	Legal Ad- 2012 Budget	\$57.75
30714	786	ROEING CORP.	9/12/2011	Annual Technical Support	\$754.00
30715	787	RELIABLE EXTERMINATORS, I	9/12/2011	Exterior Pest Control - DeMotte	\$200.00
30716	788	SCHOLASTIC LIBRARY PUBLI	9/12/2011	Books	\$94.50
30717	789	SUE TOBIAS	9/12/2011	Mileage: Deposits, Orientation Post Office for ILL	\$19.09
30718	790	TOWN & COUNTRY CONSTRU	9/12/2011	Prepare and Pave DeMotte	\$14,976.00
30719	791	TOWN OF WHEATFIELD SEW	9/12/2011	Sewer services-Wh. September 2011	\$56.65
30720	792	TRUGREEN CHEMLAWN	9/12/2011	Plant Protection	\$103.95
30721	793	ULINE	9/12/2011	DVD (single) Cases	\$178.96
30722	794	UNIQUE MANAGEMENT SERVI	9/12/2011	Collections- Initial and Secondary Placements, July & August 2011	\$464.95
30723	795	USA TODAY	9/12/2011	Wheatfield. Newspaper Subsc. - 9/13/11-9/13/12	\$208.00
30724	796	VISION SERVICE PLAN- (IN)	9/12/2011	Premium-September 2011	\$200.92
30725	797	WAL-MART COMMUNITY/GEM	9/12/2011	DVDs, Children's Supplies	\$588.54
30726	798	WASTE MANAGEMENT	9/12/2011	Trash Pick-up, DeM. Lib	\$60.50
30727	799	THOMSON WEST	9/12/2011	Continuations	\$150.50

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$118,918.49

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, September 12, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$118,918.49

Date this 12th day of September, 2011.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OCT.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, October 10, 2011, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of September Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10; R 21; & R 30)

General Business

Rensselaer Library Parking Lot Expansion (R 30)	Information
Budget 2012 Adoption (R 30)	Action
Board By-Laws (R 22; R 30-R 31)	Action
Advanced Tax Draw Resolution (R 31)	Action
2011 Slate of Officers (R 31)	Information

Director's Report (R 30–R 34)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

September 12, 2011
Wheatfield Library

Present: Jody Melton, Mari Anne Sayler, Deana George, Natalie Waling, Timothy Schultz Jr., Janet Umlauf, Patricia Stringfellow, Gail Evans, Diana Kooy, Rachael Cavinder. Absent: Janelle Harper

Agenda & Consent Agenda Approval: The Consent Agenda and Agenda items, August Board Meeting Minutes, bills/financial reports, Mission Statement updates, Library Staff Privilege Policy, Library Board Privilege Policy, Meeting Room Policy revisions as presented, were approved on a motion by J. Umlauf, seconded by M. Sayler. Motion passed.

2011 Budget Hearing: The Budget Hearing convened at 6:05 PM. There being no one in attendance to express concern about the budget, President Melton closed the hearing.

Wheatfield Library Annual Report: D. Kooy, Branch Manager, shared impacts that the Wheatfield Library has made in its community: 1) the change in time for the Evening Book Discussion to one hour earlier has been received very favorably with a happier and more relaxed group, allowing them more time to visit and chat with each other afterwards, to help with cleanup, and to return home in daylight. 2) CMS of DeMotte offers monthly health screening at the library. They check blood pressure, do glucose testing, and a cholesterol count. Patrons enjoy the convenience to monitor their health here. 3) We offer computer classes quarterly using the laptop lab. Bryan Hart teaches the classes for us and tailors the classes according to participant needs. Classes are offered during the day earlier in the year and then switch to evening classes later to attract different groups of people needing to develop their computer skills. 4) Morning movies have continued to attract people. They are also being attended from time to time by Christian Haven teens when movie is age appropriate. Interestingly, as an off shoot of our movie programs, there is a group of ladies getting together to see a movie on Sunday afternoons.

R. Cavinder, Children's Specialist, outlined impacts made by her department: 1) Changes in the school schedules have necessitated a need to change the times for children's programs. 2) She shared the story of one of her Toddler Time participants, a child who has communication and socialization problems. While attending Toddler Time this child has shown improvement in these areas. They now interact with the other children and are eager to participate. 3) A Story Time child showed signs of separation anxiety while attending Story Time (3-5 yr olds). Patience and understanding has led to the child now being able to attend story time without a parent. 4) Holds and reserves have increased as a result of school visits and previewing the books, magazines, etc. that are taken to the school. 5) YA circulation stats have also seen an increase that we attribute to YA book displays this past year.

Director's Report: P. Stringfellow presented the 2012 Budget to the County Council for a non-binding review. They commended the library for staying within the Average Growth Quotient.

Regarding the project to expand the Rensselaer Parking Lot, Harry has reported that a week after the August Drainage Board Meeting, he received a letter from McMahon Engineers – addressed to Jerry Lockridge, City of Rensselaer. The McMahon letter, item #3, appears to require the Library to provide drainage for “all area tributary to the existing structure in Van Rensselaer Street” (this is 2/3 of the distance to the Courthouse). Harry believes this would make

the library project to add ten parking spaces, too expensive to be realistic. Kent has advised that Harry contact Mr. Peterson to see if the two of them can work out this issue. Because the project is within the city limits we still will not only need to satisfy the drainage board but also the City of Rensselaer. Each Board member received a preliminary copy of the Drainage Board minutes concerning the Library Parking Project and a copy of the letter that Harry received. Hopefully we will learn how discussions with Mr. Peterson went at our next meeting.

Regarding July water seepage at DeMotte Library, AmeriClean cleaned and sanitized carpets last Friday. All areas were cleaned except for the Indiana Room and staff lounge as there is a need for mold remediation in those areas. A small amount of mold remediation will occur in the northwest corner of the Children's area too. Mold remediation will take only one day and will occur on September 16. Mold remediation specialists have indicated that there is no need to close the library while this work is being completed. While they are responsible for tearing out drywall, removing cabinets, etc during remediation, they do not replace wallboard, wallpaper, cabinets, etc. Our maintenance person will handle these tasks. DeMotte Carpet will replace baseboard which is on order. We did receive \$10,000 from the insurance company to cover associated costs from this event. This will cover all of our expenses associated with drying out the carpet and walls, carpet cleaning, mold remediation, baseboard replacement, and enough to cover cabinets, drywall, etc. that may need replaced after mold remediation.

Books to Bridge a Region is set for the month of October; however, on Sep 30th we will kick-off Books to Bridge with 'put your nose in a book' events.

Library will be purchasing Overdrive for ebook access, replacing EBSCOhost (formerly NetLibrary). After a lot of product research this year, we feel Overdrive would serve our patrons the best at this time. We will go live in November.

We will be applying for a \$1000 Jasper Foundation Grant for security cameras for the Rensselaer Library. While vandalism and behavior issues are a factor, the driving force of this project is the security of our Milroy Collection. A total of five cameras are anticipated to be installed in and outside of the library. Cost is estimated at \$4,000. We are also considering security cameras for the Wheatfield Library at a future date.

We received a letter from H.J. Umbaugh & Associates informing us of a T.I.F. - Tax Increment Financing for the expansion of Jasper County Fairgrounds Economic Development Area. The TIF will not impact the library finances.

Adjournment: With no further matters for discussion moved to adjourn by D. George, seconded by N. Waling at 6.50 PM.


Janet Umlauf, Secretary


Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE
September 2011

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	15	0	0	15
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	7	0	0	7
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	1	1	0	2
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	31	5	0	36
Blu-Ray (DBR)	15	0	0	15
Books on CD (DBKCD)	202	7	4	213
Books on Tape (DBKT)	6	0	3	9
Compact Disc (DCD)	317	11	2	330
Digital Audiobooks (DDA)	12	0	0	12
DVD (DDVD)	1406	20	5	1431
Equipment (DEQP)	91	0	2	93
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	36	0	0	36
Fiction (DFIC)	917	33	13	963
Fiction Fantasy (DFICF)	15	1	0	16
Fiction Mystery (DFICM)	89	6	10	105
Fiction New (DFICNEW)	453	16	15	484
Fiction Science Fiction (DFICSF)	10	3	0	13
Fiction Western (DFICW)	30	0	1	31
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	40	2	1	43
Hanging Bags (DHANG)	18	0	0	18
ILL (DILL)	52	0	1	53
Internet (DINTER)	1110	0	0	1110
Juv. Audio book (DJAUDB)	15	0	8	23
Juv. Biography (DJBIO)	33	2	1	36
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	34	0	0	34
Juvenile Easy (DJE)	602	25	3	630
Juv. Easy Non-fiction (DJENF)	34	2	0	36
Juv. Easy Reader (DJER)	260	18	1	279
Juv. Fiction (DJFIC)	347	4	1	352
Juv. Holiday books (DJHOL)	65	4	0	69
Juv. Magazine (DJMAG)	55	0	0	55
Juv. Music Cassette (DJMC)	1	0	0	1
Juv. Nonfiction (DJNF)	300	8	1	309
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	84	2	0	86

Large Print Fiction (DLPF)	168	1	1	170
Large Print Nonfic (DLPNF)	8	0	2	10
Magazine (DMAG)	759	13	2	774
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	15	0	1	16
Nonfiction 100 (DNF100)	14	4	0	18
Nonfiction 200 (DNF200)	43	2	0	45
Nonfiction 300 (DNF300)	60	8	3	71
Nonfiction 400 (DNF400)	5	0	0	5
Nonfiction 500 (DNF500)	41	1	2	44
Nonfiction 600 (DNF600)	161	16	1	178
Nonfiction 700 (DNF700)	87	7	5	99
Nonfiction 800 (DNF800)	29	3	1	33
Nonfiction 900 (DNF900)	70	3	1	74
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	73	3	1	77
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	124	10	5	139
Nonfiction VHS (DNFVHS)	12	0	1	13
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	7	0	0	7
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	6	0	0	6
Software (DSWAR)	24	0	0	24
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	99	1	0	100
YA Audio book (DYAUDB)	4	1	0	5
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	156	9	4	169
YA Music CD (DYACD)	1	0	0	1
YA Nonfiction (DYANF)	13	0	1	14
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	28	0	0	28
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	38	0	39
Blu-Ray (RBR)	0	21	1	22
Books on CD (RBKCD)	4	192	4	200
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	2	202	3	207
Digital Audiobooks (RDA)	0	3	0	3
DVD (RDVD)	9	2030	5	2044
Equipment (REQP)	0	87	0	87
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	35	0	35
Fiction (RFIC)	39	653	8	700
Fiction New (RFICNEW)	16	368	10	394

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	119	0	119
Hanging Bag (RHANG)	0	39	0	39
ILL (RILL)	1	91	0	92
Internet (RINTER)	0	1846	0	1846
Juv. Audio book (RJAUDB)	0	22	1	23
Juv. Biography (RJBIO)	0	38	1	39
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	22	0	22
Juvenile Easy (RJE)	15	872	2	889
Juv. Easy Non-fiction (RJENF)	3	150	0	153
Juv. Easy Reader (RJER)	0	203	2	205
Juv. Fiction (RJFIC)	12	473	2	487
Juv. Magazine (RJMAG)	0	36	0	36
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	6	465	3	474
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	1	0	1
Juv. Toddler (RJTOD)	1	159	0	160
Large Print Fiction (RLPF)	13	192	8	213
Large Print Nonfic (RLPNF)	2	6	0	8
Magazine (RMAG)	0	525	4	529
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	17	0	18
Non-Fiction 100 (RNF100)	4	25	0	29
Non-Fiction 200 (RNF200)	3	27	0	30
Non-Fiction 300 (RNF300)	6	117	5	128
Non-Fiction 400 (RNF400)	1	14	2	17
Non-Fiction 500 (RNF500)	0	50	0	50
Non-Fiction 600 (RNF600)	16	273	13	302
Non-Fiction 700 (RNF700)	5	126	5	136
Non-Fiction 800 (RNF800)	2	24	0	26
Non-Fiction 900 (RNF900)	6	48	2	56
Nonfiction Blu-Ray (RNFBFR)	0	2	0	2
Nonfiction DVD (RNFDVD)	0	118	0	118
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	15	176	7	198
Nonfiction VHS (RNFVHS)	0	10	0	10
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	1	19	0	20
Software (RSWAR)	0	69	0	69
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	3	0	3
YA Audio book (RYAUDB)	0	10	0	10
YA Biography (RYAB)	0	2	0	2

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	7	221	6	234
YA Music CD (RYACD)	1	56	1	58
YA Nonfiction (RYANF)	2	21	0	23
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	3	15	19
Blu-Ray (WBR)	0	0	3	3
Books on CD (WBKCD)	14	14	176	204
Books on Tape (WBKT)	2	1	8	11
Compact Disc (WCD)	4	13	222	239
Digital Audiobooks (WDA)	0	3	4	7
DVD (WDVD)	8	28	1544	1580
Equipment (WEQP)	0	0	36	36
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	34	34
Fiction (WFIC)	41	26	357	424
Fiction Fantasy (WFICF)	0	3	13	16
Fiction Mystery (WFICM)	4	9	75	88
Fiction New (WFICNEW)	29	14	377	420
Fiction Science Fiction (WFICSF)	0	0	9	9
Fiction Western (WFICW)	0	0	21	21
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	0	10	11
Hanging Bags (WHANG)	1	0	15	16
ILL (WILL)	1	0	21	22
Internet (WINTER)	0	0	786	786
Juv. Audio book (WJAUDB)	0	2	16	18
Juv. Biography (WJBIO)	0	3	8	11
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	22	22
Juvenile Easy (WJE)	13	12	562	587
Juv. Easy Non-fiction (WJENF)	0	5	83	88
Juv. Easy Reader (WJER)	0	3	190	193
Juv. Fiction (WJFIC)	14	8	247	269
Juv. Magazine (WJMAG)	0	0	21	21
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	4	10	204	218
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	0	0	127	127
Large Print Fiction (WLPF)	21	5	137	163
Large Print Nonfic (WLPNF)	1	1	20	22
Magazine (WMAG)	2	3	308	313
Non-Fiction 000 (WNF000)	0	0	7	7
Non-Fiction 100 (WNF100)	1	2	13	16
Non-Fiction 200 (WNF200)	3	7	15	25
Non-Fiction 300 (WNF300)	8	8	30	46
Non-Fiction 400 (WNF400)	0	0	1	1

Non-Fiction 500 (WNF500)	0	1	16	17
Non-Fiction 600 (WNF600)	8	7	141	156
Non-Fiction 700 (WNF700)	4	0	56	60
Non-Fiction 800 (WNF800)	0	0	5	5
Non-Fiction 900 (WNF900)	0	4	33	37
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	0	1	77	78
Nonfiction (WNFIC)	0	0	5	5
Nonfiction New (WNFNEW)	9	10	75	94
Nonfiction VHS (WNFVHS)	0	2	1	3
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	1	0	26	27
Vertical File (WVF)	0	0	2	2
VHS (WVHS)	0	1	132	133
YA Audio book (WYAUDB)	0	0	2	2
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	1	4	5
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	12	10	167	189
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	2	20	23
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	9113	10792	6698	26603

CIRCULATION BY HOLDINGS CODE
September 2011

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	15	0	0	15
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	7	0	0	7
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	1	1	0	2
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	33	46	15	94
Blu-Ray (BR)	0	0	0	0
Books on CD (BKCD)	220	213	184	617
Books on Tape (BKT)	8	1	11	20
Compact Disc (CD)	323	226	227	776
Digital Audiobooks (DA)	12	6	4	22
DVD (DVD)	1423	2078	1554	5055
Equipment (EQP)	91	87	38	216
See librarian (ERR)	0	0	0	0

Express Book (EXP)	36	35	34	105
Fiction (FIC)	997	712	378	2087
Fiction Fantasy (FICF)	15	4	13	32
Fiction Mystery (FICM)	93	15	85	193
Fiction New (FICNEW)	498	398	402	1298
Fiction Science Fiction (FICSF)	10	3	9	22
Fiction Western (FICW)	30	0	22	52
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	41	121	11	173
Hanging Bags (HANG)	19	39	15	73
ILL (ILL)	54	91	22	167
Internet (INTR)	1110	1846	786	3742
Juv. Audio book (JAUDB)	15	24	25	64
Juv. Biography (JBIO)	33	43	10	86
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	34	22	22	78
Juvenile Easy (JE)	630	909	567	2106
Juv. Easy Non-Fiction (JENF)	37	157	83	277
Juv. Easy Reader (JER)	260	224	193	677
Juv. Fiction (JFIC)	373	485	250	1108
Juv. Holiday (JHOL)	65	4	0	69
Juv. Magazine (JMAG)	55	36	21	112
Juv. Music Cassette (JMC)	1	0	0	1
Juv. Nonfiction (JNF)	310	483	208	1001
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	1	0	1
Juv. Toddler (JTOD)	85	161	127	373
Large Print Fiction (LPF)	202	198	146	546
Large Print Nonfic (LPNF)	11	7	22	40
Magazine (MAG)	761	541	314	1616
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	16	17	8	41
Non-Fiction 100 (NF100)	19	31	13	63
Non-Fiction 200 (NF200)	49	36	15	100
Non-Fiction 300 (NF300)	74	133	38	245
Non-Fiction 400 (NF400)	6	14	3	23
Non-Fiction 500 (NF500)	41	52	18	111
Non-Fiction 600 (NF600)	185	296	155	636
Non-Fiction 700 (NF700)	96	133	66	295
Non-Fiction 800 (NF800)	31	27	6	64
Non-Fiction 900 (NF900)	76	55	36	167
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	73	122	78	273
Nonfiction (NFIC)	1	0	5	6
Nonfiction New (NFNEW)	148	196	87	431
Nonfiction VHS (NFVH)	12	12	2	26
Oversize (OVER)	0	0	0	0
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	7	0	0	7

Reference (REF)	37	103	26	166
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	7	19	0	26
Software (SWAR)	25	69	26	120
Vertical File (VF)	0	1	2	3
VHS	99	5	132	236
YA Audio book (YAUDB)	4	11	2	17
YA Biography (YAB)	0	2	0	2
YA Books on CD (YABKCD)	0	1	4	5
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	175	240	177	592
YA Music CD (YACD)	2	56	1	59
YA Nonfiction (YANF)	16	23	21	60
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	28	1	1	30
				0
Free reads	335	469	144	948
Games/Puzzles	2	24	0	26
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	9472	11365	6864	27701

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2244	1835	1234	5313
Nonfiction	884	1256	535	2675
CHILDREN'S BOOKS				
Fiction	1370	1779	1137	4286
Nonfiction	452	688	301	1441
YA BOOKS				
Fiction	217	362	188	767
Nonfiction	16	25	21	62
Magazines, Adult	761	541	314	1616
Magazines, Children	55	36	21	112
Sound Recordings, adult	567	458	432	1457
Sound Recordings, ch	71	141	63	275
Online databases	0	0	0	0
Software	25	69	26	120
Vertical file	0	1	2	3
VHS/DVD/Blu-Ray	1607	2217	1766	5590
Equipment	91	87	38	216
Total	8360	9495	6078	23933
A-V Circulation	2270	2885	2287	7442
A-V Circulation as % of total	27.2%	30.4%	37.6%	31.1%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
20,537	20,650	11,808	11,808	12,601	12,699 Fiction
18,937	18,995	20,045	20,042	9,985	10,034 Nonfiction
					CHILDREN'S BKS
13,944	13,954	11,726	11,775	10,018	9,975 Fiction
9,132	9,151	6,360	6,412	5,499	5,528 Nonfiction
					YA BOOKS
2,080	2,030	2,501	2,547	1,999	2,010 Fiction
505	506	688	690	200	200 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,048	3,071	3,495	3,518	3,416	3,439 Sound Rec/Adult
690	691	352	362	712	712 Sound Rec/Child
19	19	29	29	7	7 Online Databases
381	381	357	357	182	181 Software
2	2			4	4 Vertical Files
3,662	3,683	5,383	5,441	3,013	3,055 VHS/DVD
118	118	142	142	57	57 Equipment
73,055	73,251	62,906	63,143	47,693	47,901 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

September 2011

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	182	39	185	40	260	56	627	136
LOCAL HISTORY								
In person	6	2	2	1	0	0	8	2
Letters written	12	12	6	6	0	0	18	18
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1110	46	1846	77	786	33	3742	156
Computer software used	207	17	192	16	107	9	506	42
VCR Use	0	0	0	0	0	0	0	0
Microforms	0	0	4	1	0	0	4	1
CD ROM/Online databases	184	15	254	21	106	9	544	45
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	2	1	1	0	3	1
OTHER LIBRARY SERVICES USED								
Outreach activities	31	31	9	6	0	0	40	27
Notarized documents	6	2	31	8	1	0	38	10
Meeting Room Use (no. of group)	31	10	42	14	27	9	100	33
Study room use	12	1	24	2	23	2	59	5
Proctoring	1	1	0	0	0	0	1	1
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							98	
IN-HOUSE USE ITEMS	74		355		117		546	
WIRELESS USE via patron owned pcs	267		355		152		774	
SELF-CHECKOUT USE	185		1011		392		1588	
INTERLIBRARY LOANS								
Requests made for:	39	10	120	30	38	10	197	49
Items rec'd for:	37	19	103	52	26	13	166	83
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8694	8812	4978	22484
Non-resident, paying	1	4	0	5
PLAC card users	0	4	0	4
Reciprocal borrowers	426	459	96	981
Number of New Patrons Added	56	124	95	275

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	1	6	1	6	3	18
Children's Programs (0-13)	4	24	20	120	13	78	37	222
Number attending	40		243		500		783	
YA Programs (14-17)	0	0	1	6	0	0	1	6
Number attending	30		4		25		59	
Adult Programs	3	18	3	18	1	6	7	42
Number attending	143		60		99		302	
Senior Citizen Programs	11	66	5	30	2	12	18	108
Number attending	133		55		66		254	
Total Number of Programs	19	114	30	180	17	102	66	396
Total Persons Attending	346		362		690		1398	
Total Attending Same Month Last	659		342		565		1566	
Total Staff Hours Spent		319		453		243	1015	1004
Total Number of In-House Program	15		26		11		52	
Total Attendance	309		312		268		889	
Total Number of Outreach Program	4		4		6		14	
Total Attendance	37		50		422		509	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6107	73.2%	6029	63.9%	4219	69.7%	16355	68.6%
Corporate	7	0.1%	69	0.7%	0	0.0%	76	0.3%
Juvenile 0-11	148	1.8%	404	4.3%	134	2.2%	686	2.9%
Juvenile-AV	995	11.9%	1185	12.6%	787	13.0%	2967	12.4%
Nonresident No Fee	49	0.6%	64	0.7%	71	1.2%	184	0.8%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	30	0.3%	0	0.0%	30	0.1%
Reciprocal Adult	292	3.5%	278	2.9%	132	2.2%	702	2.9%
Reciprocal Juvenile	2	0.0%	10	0.1%	0	0.0%	12	0.1%
Reciprocal Juvenile AV	4	0.0%	27	0.3%	16	0.3%	47	0.2%
Reciprocal YA	2	0.0%	0	0.0%	12	0.2%	14	0.1%
Reciprocal YA AV	0	0.0%	1	0.0%	2	0.0%	3	0.0%
School	0	0.0%	8	0.1%	0	0.0%	8	0.0%
School AV	0	0.0%	6	0.1%	0	0.0%	6	0.0%
St. Joseph College	0	0.0%	85	0.9%	1	0.0%	86	0.4%
Staff	485	5.8%	802	8.5%	470	7.8%	1757	7.4%
Walking books	39	0.5%	67	0.7%	0	0.0%	106	0.4%
YA 12-17	27	0.3%	102	1.1%	9	0.1%	138	2.8%
YA-AV	183	2.2%	272	2.9%	203	3.4%	658	2.8%
Total	8340		9439		6056		23835	
All items borrowed by nonresidents	349	4.2%	509	5.4%	234	3.9%	1092	4.6%

**Salary Ordinance 2011
Updated 10/10/11**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Marina Bryant	Page	\$7.25	9/14/11	10	R
Brittney Floyd	Page	\$7.25	9/26/11	10	R

We hired Marina Bryant as Rensselaer page, replacing Karly Hay who resigned her Page position.

We hired Brittney Floyd as Rensselaer page, replacing Andrew Johns who resigned his Page position.

We have examined and approved the changes to the 2011 Jasper County Public Library Salary Ordinance. Dated 10/10/11.

Deana K. George

Janelle L. Harper

Timothy E. Smith

Natalie O. Waling

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS __10th__ DAY OF __October_____, 2011.

NAY

Deana K. George

AYE

Deana K. George

Paul L. Hoyer

Timothy Schult

Natalie A. Waling

ATTEST:

Natalie A. Waling

Secretary Pro Tem of the Jasper County Public Library Board

FMLA/MILITARY LEAVE POLICY

LEAVES OF ABSENCE

Employees may not engage in other work while on leave (other than military or vacation leave), nor may they take part in non-work-related activities that are inconsistent with their qualifying reasons for any type of medical and/or FMLA or personal leave. Employees abusing leave may lose their entitlement to leave and will also be subject to discipline up to and including discharge.

A. Personal Leave Of Absence

At its discretion the Library may grant an unpaid personal leave of absence upon an employee's written request to the Director after the employee has used all earned vacation. A request for a leave of absence must clearly state the reason for the leave and the amount of time requested. Requests will be granted only for **urgent** and **exceptional** circumstances, and when the leave is appropriate based on Library workload, staffing, and other factors affecting feasibility of the leave. Personal leave cannot be used to extend an FMLA or a medical leave of absence. Personal leaves of absence will be granted in one-week increments and will not typically exceed 4 weeks during a rolling 12-month period. A "rolling" 12-month period is measured backward for each employee from the date he uses personal leave. **Note:** At its discretion, the Library may grant unpaid days off for part-time employees.

At the Library's discretion, upon written request to the Director made at least three working days before the expiration of the initial approved personal leave, a personal leave may be extended, but not beyond 6 weeks in a rolling 12-month period.

At the conclusion of a personal leave of absence, you will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, but the Library may reassign you based on its then current business and personnel needs. Failure to return to work at the end of a personal leave or the unavailability of a position caused by the elimination of your position or a layoff will result in the administrative termination of your employment.

B. Medical Leave Of Absence For Non-FMLA-Eligible Employees

If you are unable to work because of illness or injury (work-related or non-work-related) of more than five consecutive work days, you will be placed on a leave of absence. Absences due to illness or injury of five consecutive work days or less will be addressed under the attendance and paid time off policies.

For employees who have been employed continuously for 12 continuous weeks to one year, or are regularly scheduled to work fewer than 1,250 hours annually and, thus, typically are not FMLA eligible, medical leave may be renewed for successive periods up to a maximum of 4 weeks during a "rolling" 12-month period. This leave must be used in full-day increments. A "rolling" 12-month period is measured backward for each employee from the date the employee uses medical leave.

For employees employed fewer than 12 continuous weeks, medical leave will be granted only in the following circumstances:

(1) The employee is a qualified individual with a disability and granting a reasonable extended leave would be an accommodation that would not cause the Library undue hardship.

(2) The employee will be granted up to six weeks of medical leave for maternity purposes.

(3) The employee will be granted one period of medical leave for an absence of between six and ten consecutive work days. Any medical leave granted during the first 12 weeks of employment will be treated as part of the 4 weeks of medical leave available to employees during their first year of employment.

Medical Documentation

To be granted a medical leave, you must provide Human Resources appropriate medical documentation confirming that you are medically unable to work and estimating the length of the absence. You may be (a) asked the status of any medical condition, (b) required to provide medical evidence from your health care provider or from a health care provider of the Library's choice concerning any medical condition, (c) denied a request for medical leave or a request for renewal if it determines, from the medical evidence, that you are able to perform your work, and (d) placed or continued on medical leave if the Library determines, from the medical evidence, that you are not able to perform the essential functions of your job with or without reasonable accommodation. If you are granted a medical leave, you must use all available paid time off concurrently with the leave.

Expiration Of Leave

You must notify Human Resources at least five working days prior to the expiration of a medical leave whether you will return to work or whether you need a renewed medical leave. In either case, you must provide documentation from your health care provider confirming your ability to return to work or the basis for the need for a renewed medical leave. Failure to provide at least five days' notice may cause a delay in your return to work.

Conclusion Of Leave

At the conclusion of a medical leave of 4 weeks or less, you will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. However, the Library may reassign or change your position based on its then current business and personnel needs, and the availability of any accommodation that would not cause undue hardship on its operation. If you return to work after a medical leave, you will resume employment on the same terms and conditions applicable to employees generally without having to satisfy any benefit plan waiting periods applicable to new employees. If you are not released to return to work and have exhausted all available leave time, your employment will be administratively terminated at that time.

C. Family And Medical Leave Policy

The Library provides leaves of absence to eligible employees for certain family and medical reasons. This policy is intended to comply with a federal law known as the Family and Medical Leave Act of 1993 ("FMLA"), as amended. In addition, the U.S. Department of Labor's FMLA Notice is posted in the workplace and attached at the end of this policy.

Note: This policy is not meant to address and cannot possibly address every potential situation that may implicate the FMLA. It does, however, set forth the procedures and requirements generally applicable to FMLA leave requests. In certain circumstances, the law requires the Library to designate absences as FMLA leave even when the employee does not request FMLA leave, and the Library will comply with its legal obligations in those and all other situations.

Eligibility

To be "eligible," an employee must have worked for the Library as of the date the requested leave is to begin:

for at least 12 months and

for at least 1,250 hours during the previous 12 months.

Reasons For Leave

FMLA leave may be requested for the following reasons:

Parenting Leave. This leave can be taken to care for a new son or daughter, including by birth or by adoption or foster care placement. An employee may take Parenting Leave only during the 12-month period that begins on the date of the birth, adoption, or placement, and this leave cannot be taken intermittently or on a reduced schedule;

Family Medical Leave. This leave can be taken by an employee to care for the "serious health condition" of the employee's spouse, son or daughter, or parent;

Employee Medical Leave. This leave can be taken for the employee's own "serious health condition" if the condition renders the employee unable to perform his job functions;

Military Family Exigency Leave. This leave can be taken by an employee because of a qualifying exigency arising from the fact that the employee's spouse, son or daughter, or parent is on or has been called to covered active duty in the U.S. Armed Forces. Qualifying exigencies include things such as making arrangements necessitated by short-term deployments, attending certain military events and related activities, assisting the Covered Military Member with alternative child care

arrangements when the active duty or call to active duty status necessitates a change in the existing arrangements, and assisting the Covered Military Member with certain financial and legal arrangements related to active duty or the call to active duty; or

Covered Servicemember Leave. An employee may take this leave to care for the employee's spouse, son or daughter, or parent who is a Covered Servicemember with a Serious Illness or Injury incurred or aggravated in the line of duty on active duty. Also, this leave may be taken by an employee who is the next of kin of a Covered Servicemember.

Duration of Leave

An eligible employee is entitled to a total of 12 work weeks of leave during a "rolling" 12-month period measured backward for each employee from the date he uses FMLA leave other than Covered Servicemember Leave.

For Covered Servicemember Leave, eligible employees are entitled to up to 26 workweeks of leave in a single 12-month period. For purposes of Covered Servicemember Leave only, the "single 12-month period" is the 12-month period measured forward from the first date of Covered Servicemember Leave.

When a husband and wife are both eligible employees of the Library, the husband and wife will be permitted to take only (1) a combined total of 12 weeks for Parenting Leave or (2) a combined total of 26 weeks in a single 12-month period for Covered Servicemember Leave.

Substitution of Paid Leave

Generally, FMLA leave is unpaid. However, if an employee (a) also has available paid time off and (b) the employee's leave request meets the requirements of that paid time off program, the employee will be required to use all available paid time off concurrent with FMLA leave. The Library will apply paid time off during FMLA leave in accordance with the following chart:

<u>TYPES OF PAID TIME OFF</u>	<u>APPLIED DURING</u>				
	<u>Parenting Leave</u>	<u>Family Medical Leave</u>	<u>Employee Medical Leave</u>	<u>Exigency Leave</u>	<u>Covered Service Member Leave</u>
(1) Sick Pay	Yes	Yes	Yes	No	Yes
(4) Vacation	Yes	Yes	Yes	Yes	Yes

Employees will not be required to use available paid time off when receiving worker's compensation benefits. However, where disability or workers' compensation benefits

provide replacement income that is less than the employee's full salary, employees may elect to use available paid time off to supplement such benefits with a written request to the Human Resources Department. FMLA will run concurrently with worker's compensation benefits, regardless of whether the employee supplements those benefits with available paid time off.

Intermittent or Reduced Schedule Leave

Under certain circumstances, an employee may take intermittent or reduced schedule leave in increments of no less than one-quarter hour. "Intermittent leave" generally means leave taken on an occasional basis for such reasons as medical treatments. "Reduced schedule leave" means a temporary, but regular, change in the employee's usual number of hours per day or hours per week.

An employee is not entitled to take leave intermittently or on a reduced schedule for Parenting Leave.

For Family Medical, Employee Medical, or Covered Servicemember Leave, the employee may take an intermittent or reduced schedule leave if it is medically necessary. An employee must provide certification that a medical need for leave exists and that the medical need can best be accommodated through an intermittent or reduced schedule leave. Military Family Exigency Leave may also be taken on an intermittent or reduced schedule basis.

Employees needing intermittent leave or a reduced schedule must make reasonable efforts to schedule their leave so as not to disrupt the Library's operations. In addition, if an employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, the Library may require the employee to transfer temporarily to an available alternative position, with equivalent pay and benefits, for which the employee is qualified and which better accommodates intermittent or reduced schedule leaves.

Notification Requirements

An employee must request FMLA leave at least 30 days before the date FMLA leave is to begin by requesting and completing a Request for Leave Form (except in cases of medical emergency, unexpected changed circumstances, or where the need for leave is unforeseeable. In that case the employee must give notice as soon as practicable after the employee is aware that he needs to take FMLA leave). Request for Leave Forms can be obtained from Human Resources.

If an employee requests Family Medical, Employee Medical, or Covered Servicemember Leave, the employee must submit a medical certification from the employee's or family member's health care provider within 15 days after the Library delivers the written request for medical certification for FMLA leave. The certification must also notify the Library of the reasons why the intermittent or reduced schedule leave is medically necessary and of the schedule for treatment if applicable. Employees requesting Military Family Exigency Leave must also submit certification of the qualifying exigency within 15 days after the Library's written request.

If an employee fails to give 30 days' notice for a foreseeable leave with no

reasonable excuse for the delay, the Library may deny FMLA leave until at least 30 days after the date the employee provides notice of the need for FMLA leave. After an employee submits a medical certification, the Library may require an employee to obtain a second opinion from a provider of the Library's choice and at its expense. In some cases, the Library may require, at the Library's expense, a third opinion from a provider selected jointly by the employee and the Library.

During FMLA leave, an employee may be required to report periodically on his status and intent to return to work.

Employees on a Family or Employee Medical Leave may also be required to submit to the Library medical recertifications periodically during the leave period subject to the same rules as the initial medical certification. Medical recertifications may also be required under certain specific circumstances, for example, (1) when an employee requests an extension for a leave, (2) when circumstances under an initial certification have significantly changed, (3) when there is information which casts doubt on the current medical certification, or (4) when an employee is unable to return to work after FMLA leave.

Upon the conclusion of an Employee Medical Leave, the employee must present to the Library certification from his health care provider that he is able to return to work. Unless and until an employee provides this fitness-for-duty certification, the employee will not be able to return to work.

Continuation of Benefits

As a general rule, FMLA leave is unpaid. The Library, however, will maintain an employee's coverage under the Library's group health plans on the same conditions during FMLA leave as if the employee had been employed continuously during the FMLA leave period. An employee may choose not to continue coverage. An employee who continues health coverage must continue to pay his share of the premiums during an FMLA leave period to maintain coverage. An employee's premium payment is due on the same schedule as premium payments are made under COBRA.

The Library's obligation to continue group health and group life coverage during FMLA leave will end if the employee's premium payment is more than 30 days late. Even if an employee does not continue health coverage during FMLA leave, the Library will restore regular coverage if the employee returns to work.

To continue or discontinue any AFLAC, PERF, and Deferred Comp Plan benefits, the employee must make arrangements with the Business Office prior to or immediately after going on leave.

Right to Job Restoration

Upon return from FMLA leave, employees will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

Certain salaried key employees (as defined by the FMLA) may be denied restoration if their reinstatement would cause substantial and grievous economic injury to the Library. If, during FMLA leave, a reduction or other event occurs that would have changed, or even eliminated, the employee's job had the employee not taken leave, the returning employee will have no greater rights than if the employee had been continuously employed during FMLA leave. The Library will determine whether an employee will be restored to the same position or to an equivalent position.

If an employee chooses not to return to work after FMLA leave expires, the Library may recover its share of health insurance premiums paid on the employee's behalf during the FMLA leave period. The Library will seek to recover those premiums unless the employee fails to return because of (1) the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, with respect to Covered Servicemember Leaves) that would otherwise entitle the employee to FMLA leave or (2) other circumstances beyond the employee's control. If an employee fails to return to work because of the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, as applicable), the employee must provide a medical certification of his serious health condition or serious illness/injury. The employee must provide the certification within 30 days from the date the Library requests it. If the employee does not provide the certification in a timely manner, the Library may recover its share of the health insurance premiums paid for the employee during the entire FMLA leave period.

At the exhaustion of FMLA leave time, if an employee is unable to return to work, employment will be administratively terminated unless (1) an evaluation of the employee's circumstances indicates that the employee is a qualified individual with a disability for whom a reasonable extension of leave would be an accommodation, and the Library can provide that accommodation without causing an undue hardship on its operation; or (2) the employee is eligible for additional sick days under the Library's policy; in that case, with proper medical certification, leave will be extended for up to the number of sick days available but not for parenting or exigency leave. However, if your leave is extended in this regard, you are not assured of returning to the same or equivalent job. Instead, upon your release to return to work, you will be returned to an available position for which you are qualified; if there is no available position for which you are qualified, your employment will be administratively terminated at that time.

Selected Definitions

"Parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in the place of the employee's parent when the employee was a Son or Daughter (see definition of "Son or Daughter" below). The term "Parent" does not include parents "in law."

"Son or Daughter" means a biological, adopted or foster child, a stepchild or legal ward of an employee, or a child for whom the employee stands in the place of his parent, who is either (1) under age 18 or (2) an eligible adult child age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence. (This definition does not apply to Covered Servicemember Leave or Military Family Exigency Leave.)

“Son or Daughter of a Covered Servicemember” means a Covered Servicemember’s biological, adopted or foster child, stepchild or legal ward, or a child for whom the Covered Servicemember stood in the place of his parent, who is of any age. (This definition only applies to Covered Servicemember Leave.)

“Son or Daughter on covered active duty” means (1) the employee’s biological, adopted or foster child, stepchild, or legal ward, or a child for whom the employee stood in the place of the parent when the Covered Military Member was under 18, (2) who is on active duty or call to active duty status, and (3) who is of any age. (This definition only applies to Military Family Exigency Leave.)

“Covered Active Duty” means, in the case of a member of the regular Armed Forces, duty during deployment to a foreign country. In the case of a member of a reserve component of the Armed Forces, covered active duty means duty during deployment to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

“Covered Servicemember” means a member of the Armed Forces who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the military’s temporary disability retired list for a Serious Illness or Injury. Covered Servicemember also means a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

“Serious Illness or Injury” with respect to a member of the Armed Forces means an injury or illness incurred or aggravated in the line of duty and on active duty that renders the Covered Servicemember unfit to perform the duties of his or her office, grade, rank or rating. With respect to a Covered Servicemember who is a veteran, a Serious Illness or Injury means a qualifying illness or injury (as defined by the Secretary of Labor) that was incurred or aggravated in the line of duty on active duty in the Armed Forces and that manifested itself before or after the member became a veteran.

“Outpatient Status” with respect to a Covered Servicemember means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

“Veteran” is defined by 38 U.S.C. § 101.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy, or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV



D. Military Family Leave Policy

Indiana's Military Family Leave Act provides leave to eligible family members of individuals on active duty in the U.S. Armed Forces or the Indiana Army or Air National Guard. "Active duty" means full-time service on active duty orders for a period of at least 90 consecutive calendar days.

Eligibility

Eligible employees include the following relatives of the individual on active duty:

- spouse;
- biological or adoptive parent;
- court-appointed guardian or custodian;
- biological grandparent;
- sibling (by blood or adoption); or
- child (by blood or adoption).

To be eligible for Military Family Leave, an employee

- must have been employed by the Library for at least 12 months and
- must have worked at least 1,500 hours during the 12-month period immediately preceding the date that the leave is to begin.

Leave Entitlement

Eligible employees may take up to 10 days off work per year as Military Family Leave. Under this policy, a year is a "rolling" 12-month period measured backward for each employee from the date he uses Military Family Leave. Leave can be taken during:

- the 30 days before active duty orders are in effect;
- during a leave provided to the one on active duty while the active duty orders are in effect; and
- the 30 days after the termination of the active duty orders.

Notification Requirements

Employees must provide a written request for Military Family Leave to Human Resources and provide a copy of active duty orders, if available, before taking leave. This request must be made at least 30 days before the date the requested leave is to begin unless the active duty orders are issued fewer than 30 days prior to the date the requested leave is to begin.

Pay During Leave

Military Family Leave is unpaid, but employees may use vacation days during this leave upon request.

Continuation Of Benefits

The Library will maintain an employee's coverage under its Health and Life Plan on the same conditions during Military Family Leave as if the employee had been employed continuously during the leave period.

Job Restoration/No Retaliation

Upon return from this leave, employees will generally be restored to their position. No action will be taken against an employee because of the use of this leave. If, during the leave, a layoff or other event occurs that would have changed, or even eliminated, your job had you not taken leave, you will have no greater rights than if he had been continuously employed during the leave.

E. Military Leave

The Library will comply with all applicable laws regarding military leaves of absence. You may elect to use vacation during military service.

5/09; revised 7/10; revised 10/11

Library Credit Card Policy

The Library is authorized to open a credit card account that does not exceed a \$7,000 credit limit for the library. Individual card holder limits range from \$1,000-4,000. Individual cards, all credited to one account, may be obtained for each staff person holding the following positions:

Director
Business Manager
Agency Librarian
Technical Services Librarian
Systems Administrator
Specialist

Issuance, recordkeeping and custody of the cards, will be the responsibility of the Business Manager, in strict accordance with State Board of Accounts regulations.

The cards will be used for telephone and online ordering of materials, supplies, and equipment, when prepayment is required, and for travel expenses.

Payment will be based on the statement, documented by invoices and/or sales receipts submitted by staff to the Business Manager. Interest or penalties incurred due to late submission of bills and receipts will be the responsibility of the employee failing to submit the necessary documentation in a timely fashion. Unauthorized use may result in revocation of credit card privileges and/or disciplinary action.

This policy applies to major credit cards held by the library.

6/01; reviewed 10/05; revised 10/11

Bylaws of the Board of Trustees of the Jasper County Public Library

ARTICLE I

ORGANIZATION

- Section 1 **Name.** The name of this board shall be the Board of Trustees of the Jasper County Public Library, hereinafter referred to as "the Board". The Jasper County Public Library will be hereinafter referred to as "the Library."
- Section 2 **Organization.** The Board Library is a Class One Public Library operating under the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The Board exercises the powers and authority and assumes the responsibilities delegated to it under the provisions of I.C. 36-12.
- Section 3 Geographical boundaries of the Library and taxed library district include all of Jasper County, Indiana, with the exception of Remington and Carpenter Township.

ARTICLE II

STATUTORY AUTHORITY

The Board shall govern and set policy for all of the affairs of the public library under the provisions of I.C. 36-12-3-3. It may make rules for the discharge of its responsibilities, and it may manage and insure all real property belonging to the public library.

ARTICLE III

PURPOSE AND DUTIES

- Section 1 The Board shall govern and set written policy for the library. It has the power to make all rules and regulations for the discharge of its responsibility.
- Section 2 The Board shall employ a competent and qualified library Director to carry out its policies, under provisions of I.C. 36-12-2-24.

- Section 3 The Board shall plan for the future of the library in light of the needs of the community, securing adequate facilities and funds to carry out the library's program of service.
- Section 4 The Board shall monitor and evaluate the overall effectiveness of the library.
- Section 5 The Board shall act as an advocate for the library in the community and advocate for the community as a Board.

ARTICLE IV

TRUSTEES

- Section 1 **Appointments**. The application, appointment, term and removal of trustees shall be in accordance with provisions of I.C. 36-12-2-7 to 9 and I.C. 36-12-2-11 and I.C. 36-12-2-18 to 20.
- Section 2 **Compensation**. According to the provisions of I.C. 36-12-2-21, members of the Board shall serve without compensation. A board member may not serve as a paid employee of the public library.

ARTICLE V

MEETINGS

- Section 1 **Open Door Law**. Meetings of the Board are subject to Indiana's Open Door Law, I.C. 5-14-1.5. All meetings of the Board, except necessary executive sessions, shall be open to the public.
- Section 2 **Meetings**. The Board shall meet at least monthly, and at any other times a meeting is necessary, under provisions of I.C. 36-12-2-23.
- Section 3 **Regular monthly meetings**. Meetings will be held in the second week of the month.

Ten meetings will be held at the Rensselaer Library, one meeting per year will be held at the DeMotte Library and one per year at the Wheatfield Library. Dates and places for the following year will be determined annually. A Board of Finance meeting will be held annually in January.

Section 4 **Special meetings.** Special meetings may be called by the President or by any two board members, provided that all members are given prior notice, written or oral, of the date, time, place and purpose of such meetings, according to provisions of I.C. 36-12-2-23. Public notice must also be given of such meetings, in accordance with provisions of I.C. 5-14-1.5-5.

Section 5 **Executive sessions.** Executive sessions may be called by the President or any two (2) Board members and must appear on the agenda of the meeting. Executive sessions may be held only in the following instances under provisions of I.C. 5-14-1.5-6 :

where authorized by federal or state statute

for discussion of strategy with respect to: collective bargaining; initiation of litigation or pending or threatened litigation; the implementation of security systems; the purchase or lease of real property

interview with industrial or commercial prospects or their agents

with respect to any employee's status or alleged misconduct

for discussion of confidential records

to discuss job performance evaluation of individual employees

Section 6 **Quorum.** For all board meetings, four (4) members shall constitute a quorum.

Section 7 **Majority vote.** An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

Section 8 **Conduct of meetings.** Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Section 9 **Recommended order of business**

Executive session (when necessary)

Approval of agenda format and of consent agenda items

General business

Director's Report

Items for future agendas

Public forum

Adjournment

Section 10 **Director.** The Director as advisor to the Board and committees shall, unless excused, attend all meetings and take part in all deliberations but shall have no vote.

ARTICLE VI

OFFICERS OF THE BOARD

Section 1 The Board shall elect annually a President, Vice-President, Secretary and Treasurer, under provisions of I.C. 36-12-2-23. Terms of office shall begin on January 1. Officers shall be elected for no more than two (2) consecutive terms in the same office.

Section 2 **President.** The president shall preside at all board meetings, appoint all standing or special committees and perform other duties normally associated with the office or assigned by the Board.

Section 3 **Vice-president.** The vice-president shall preside over meetings in the absence of the president and shall perform such duties assigned by the President.

Section 4 **Secretary.** The secretary shall oversee minute-taking and correspondence done by library staff on behalf of the Board. The Board treasurer shall be the Assistant Secretary, acting in the absence of the Secretary.

Minutes will record the following: date, time and place of meeting; members present; general substance of all matters proposed, discussed or decided; results of all votes taken, by individual members if there is a roll call, under provisions of I.C. 5-14-1.5-4b.

The minutes shall be available within one week after the meeting and are open for public inspection and copying, according to provisions of I.C. 5-14-1.5-4c.

Section 5 **Treasurer.** The treasurer shall be responsible for insuring that adequate financial records are kept by library staff, accurate and timely financial reports are delivered to the board and an audit of the system's finances is completed bi-annually.

The treasurer shall issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library. At each November meeting, the board will appoint a board member to act as assistant treasurer for the following year.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody, in accordance with I.C. 36-12-2-22. Any other officer authorized by the Board to sign checks shall also give such bond.

Section 6 **Nominating Committee:** The Nominating Committee shall present a slate of officers at the November meeting. The Board shall elect officers at the December meeting. Nominations will be accepted from the floor but must have a second and the consent of the nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.

Section 7 **Vacancies.** When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

ARTICLE VII

FINANCES

Section 1 **Finance powers.** The Board shall have such finance powers as are set forth in I.C. 36-12-3-10, shall establish funds to keep money and securities of the library, in accordance with I.C. 36-12-3-11, shall invest excess funds in accordance with I.C. 5-13-9.

Section 2 **Borrowing.** Any funds authorized by law to be borrowed, may be borrowed only by resolution of the Board; however, the execution of any documents related to the borrowing may be executed by any two Board officers.

Section 3 **Special Board of Finance.** The full Board shall constitute the Special Board of Finance which shall meet as designated by I.C. 5-13-8 and shall maintain the same officers as the Library Board.

ARTICLE VIII

COMMITTEES

- Section 1 The President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee.
- Section 2 Other committees shall be appointed at the discretion of the President.

ARTICLE IX

ROLE OF THE DIRECTOR

The Director, as the administrative head of the library, shall be responsible to the Board for the operation and management of the library. The Director shall also act as advisor to the Board and its committees. The Board shall maintain a current written job description for the Director, which sets forth, in detail, the role of the Director.

ARTICLE X

ETHICS/CONFLICT OF INTEREST FOR TRUSTEES

Trustees, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must promote a high level of service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

Trustees will not use the library for personal advantage or the personal advantage of friends or relatives.

It is incumbent upon any Trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

ARTICLE XI

NEPOTISM

Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers-and sisters-in-law, fathers-and mothers-in law, stepparents, stepbrothers, stepsisters, and stepchildren. A special exception may be granted by the Board for a close relative employed on an irregular and very limited basis.

ARTICLE XII

AMENDMENTS

- Section 1 Amendments to these bylaws may be proposed at any meeting of the Board.
- Section 2 Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

3/95; revised 10/11

JCPL FINANCIAL STATEMENT

F1

September 30, 2011

	<u>Beginning 2011 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$658,796.81	\$165,939.26	\$1,445,146.62	\$72,196.92	\$1,111,766.57	\$325,416.76
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00	\$50.00
Gift Fund	\$6,786.28	\$356.44	\$10,413.59	\$3,381.87	\$12,350.23	\$8,722.92
DeMotte	\$1,694.92	\$150.16	\$2,169.32	\$1,941.47	\$3,946.31	\$3,471.91
Rensselaer	\$3,898.84	\$60.14	\$6,728.52	\$940.00	\$6,124.25	\$3,294.57
Wheatfield	\$1,192.52	\$146.14	\$1,515.75	\$500.40	\$2,279.67	\$1,956.44
Library Improvement Reserve Fund	\$215,110.13	\$0.00	\$4,457.29	\$95.85	\$794.08	\$211,446.92
Bond & Interest Redemption Fund	\$179,021.25	\$0.00	\$316,753.75	\$0.00	\$347,131.24	\$209,398.74
Includes \$172,284.58 transfer from Constr.						
Rainy Day Fund	\$303,858.32	\$0.00	\$396.49	\$0.00	\$0.00	\$303,461.83
Includes Investments of: \$250,000.00						
State Technology Fund Grant Fund	\$9,655.00	\$885.00	\$7,965.00	\$0.00	\$0.00	\$1,690.00
Capital Projects Fund	\$1,006,019.73	\$0.00	\$17,273.83	\$64.47	\$142,622.02	\$1,131,367.92
Includes Investments of: \$1,000,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Inventory Excess Fund	\$89,451.93	\$0.00	\$0.00	\$0.00	\$0.00	\$89,451.93
Sales Tax	\$20.81	\$0.00	\$20.41	\$1.05	\$22.25	\$22.65
Construction Fund	\$178,638.84	\$0.00	\$179,134.58	\$0.00	\$495.74	\$0.00
Includes \$172,284.58 transfer to BIRF						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$60.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,582.21	\$74,475.50	\$8,582.21	\$74,475.50	\$0.00
FICA Tax Collected	\$0.00	\$5,244.11	\$45,427.88	\$5,244.11	\$45,427.88	\$0.00
State Tax Collected	\$3,431.56	\$3,370.49	\$30,193.01	\$3,489.66	\$30,251.06	\$3,489.61
County Tax Collected	\$2,416.10	\$2,473.96	\$22,155.19	\$2,580.92	\$22,320.06	\$2,580.97
Deferred Comp.	\$0.00	\$2,650.00	\$23,180.00	\$2,650.00	\$23,180.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,032.07	\$27,288.45	\$3,032.07	\$27,288.51	\$0.06
Employee Life Insur.	\$0.00	\$135.16	\$1,226.44	\$135.16	\$1,226.44	\$0.00
Employee P.E.R.F.	\$6,609.66	\$0.00	\$20,414.70	\$2,362.87	\$20,763.05	\$6,958.01
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,660,076.42	\$192,668.70	\$2,225,972.73	\$103,817.16	\$1,860,224.63	\$2,294,328.32

Bank Balances
Jasper County Public Library
Report as of: 9/30/2011

<i>Bank</i>		
1	Alliance Bank	\$823,637.93
2	Demotte State Bank	\$5,949.46
3	Alliance Bank-LIRF Acct	\$211,446.92
4	PNC Bank	\$3,024.01
5	Cash On Hand	\$270.00
6	Alliance Bank-Construction Ckg.	\$0.00
7	Rensselaer Bnkg Ctr CD#400042127/400042839	\$500,000.00
8	Rensselaer Banking Ctr CD#400042716	\$750,000.00
10		
11		

Total all banks = \$2,294,328.32

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

*Appropriation Report for***100 OPERATING FUND***Jasper County Public Library**Report Date: From 9/1/2011 To 9/30/2011*

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$57,866.00	\$0.00	\$57,866.00	\$4,822.14	\$43,351.59	\$14,514.41	74.9
1.12 SALARY OF ASSISTANTS	\$1,010,295.00	\$0.00	\$1,010,295.00	\$85,406.37	\$739,333.50	\$270,961.50	73.2
1.13 WAGES OF JANITORS	\$54,774.00	\$0.00	\$54,774.00	\$5,619.39	\$48,643.35	\$6,130.65	88.8
1.21 EMPLOYER'S SHARE-FICA	\$85,905.00	\$0.00	\$85,905.00	\$7,100.41	\$61,508.78	\$24,396.22	71.6
1.22 UNEMPLOYMENT COMPENSATION	\$4,658.00	\$0.00	\$4,658.00	\$0.00	\$2,329.09	\$2,328.91	50.0
1.23 EMPLOYER'S CONTRIB.- PERF	\$71,267.00	\$0.00	\$71,267.00	\$0.00	\$53,504.99	\$17,762.01	75.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$100,029.00	\$0.00	\$100,029.00	\$6,653.93	\$59,871.95	\$40,157.05	59.9
Subtotal	\$1,384,794.00		\$1,384,794.00	\$109,602.24	\$1,008,543.25	\$376,250.75	72.8
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$325.00	\$0.00	\$325.00	\$0.00	\$491.99	(\$166.99)	151.4
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$7,500.00	\$59.77	\$7,559.77	\$223.83	\$4,105.31	\$3,454.46	54.3
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$684.13	\$3,752.31	\$2,247.69	62.5
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.29	\$6,200.29	\$279.74	\$3,489.85	\$2,710.44	56.3
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$373.81	\$2,380.66	(\$1,380.66)	238.1
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$65.74	\$134.26	32.9
2.33 REPAIR PARTS	\$700.00	\$0.00	\$700.00	\$26.84	\$1,624.58	(\$924.58)	232.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$13,400.00	\$0.00	\$13,400.00	\$444.99	\$6,658.36	\$6,741.64	49.7
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$121.00	\$79.00	60.5
Subtotal	\$35,825.00	\$60.06	\$35,885.06	\$2,033.34	\$22,689.80	\$13,195.26	63.2
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$102.00	\$4,898.00	2.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,065.00	\$0.00	\$5,065.00	\$100.00	\$3,287.63	\$1,777.37	64.9
3.21 TELEPHONE	\$4,000.00	\$0.00	\$4,000.00	\$354.50	\$2,624.55	\$1,375.45	65.6
3.22 POSTAGE	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$2,098.39	\$1,901.61	52.5
3.23 MILEAGE	\$22,000.00	\$0.00	\$22,000.00	\$1,427.20	\$11,516.56	\$10,483.44	52.3
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$30.00	\$8,030.00	\$1,109.80	\$4,437.84	\$3,592.16	55.3
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$152.52	\$1,214.25	\$285.75	81.0
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$0.00	\$0.00	\$35,400.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,000.00	\$0.00	\$1,000.00	\$57.75	\$273.48	\$726.52	27.3
3.33 MARKETING ADVERTISING	\$1,000.00	\$0.00	\$1,000.00	\$165.27	\$1,000.00	\$0.00	100.0
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$0.00	\$256.12	(\$106.12)	170.7
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$21,012.00	\$4,988.00	80.8
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$906.24	\$17,163.54	\$32,836.46	34.3
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$7,956.35	\$56,092.11	\$13,907.89	80.1
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$136.70	\$971.70	\$1,028.30	48.6
3.54 WASTE DISPOSAL SERVICES	\$5,100.00	\$0.00	\$5,100.00	\$474.06	\$4,144.49	\$955.51	81.3
3.61 BUILDING & STRUCTURES	\$47,320.00	\$599.75	\$47,919.75	\$19,388.87	\$62,903.18	(\$14,983.43)	131.3
3.62 EQUIPMENT REPAIRS	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$273.75	\$926.25	22.8
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$320.55	(\$70.55)	128.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.91 DUES	\$2,220.00	\$0.00	\$2,220.00	\$0.00	\$2,239.97	(\$19.97)	100.9
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.58	\$325.58	\$0.00	\$0.59	\$324.99	0.2
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$125.00	\$221.10	\$346.10	\$30.10	\$240.50	\$105.60	69.5
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$91,563.00	\$0.00	\$91,563.00	\$3,100.65	\$62,244.54	\$29,318.46	68.0
Subtotal	\$433,338.00	\$851.43	\$434,189.43	\$35,369.96	\$254,417.74	\$179,771.69	58.6
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$11,625.00	\$0.00	\$11,625.00	\$907.45	\$3,484.28	\$8,140.72	30.0
4.51 BOOKS	\$147,000.00	\$0.00	\$147,000.00	\$11,131.24	\$92,978.58	\$54,021.42	63.3
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$960.21	\$15,136.14	\$6,863.86	68.8
4.53 NONPRINTED MATERIALS	\$78,500.00	\$174.85	\$78,674.85	\$5,934.82	\$47,836.83	\$30,838.02	60.8
Subtotal	\$259,125.00	\$174.85	\$259,299.85	\$18,933.72	\$159,435.83	\$99,864.02	61.5
Grand Total	\$2,113,082.00	\$1,086.34	\$2,114,168.34	\$165,939.26	\$1,445,086.62	\$669,081.72	68.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**130 LIRF FUND****Jasper County Public Library****Report Date: From 9/1/2011 To 9/30/2011**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.13 LEGAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$1,652.29	(\$1,652.29)	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$2,805.00	\$7,195.00	28.1
3.61 BUILDING & STRUCTURES	\$46,350.00	\$0.00	\$46,350.00	\$0.00	\$0.00	\$46,350.00	0.0
Subtotal	\$56,350.00		\$56,350.00	\$0.00	\$4,457.29	\$51,892.71	7.9
Grand Total	\$56,350.00	\$0.00	\$56,350.00	\$0.00	\$4,457.29	\$51,892.71	7.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**151 RAINY DAY FUND*****Jasper County Public Library******Report Date: From 9/1/2011 To 9/30/2011***

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.61 BUILDING & STRUCTURES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
Subtotal	\$10,000.00		\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$396.49	\$19,603.51	2.0
Subtotal	\$20,000.00		\$20,000.00	\$0.00	\$396.49	\$19,603.51	2.0
Grand Total	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$396.49	\$29,603.51	1.3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**160 CAPITAL PROJECTS FUND****Jasper County Public Library****Report Date: From 9/1/2011 To 9/30/2011**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$18,060.00	\$0.00	\$18,060.00	\$0.00	\$17,185.83	\$874.17	95.2
Subtotal	\$18,060.00		\$18,060.00	\$0.00	\$17,185.83	\$874.17	95.2
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$31,380.00	\$0.00	\$31,380.00	\$0.00	\$88.00	\$31,292.00	0.3
4.53 NONPRINTED MATERIALS	\$560.00	\$0.00	\$560.00	\$0.00	\$0.00	\$560.00	0.0
Subtotal	\$31,940.00		\$31,940.00	\$0.00	\$88.00	\$31,852.00	0.3
Grand Total	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$17,273.83	\$32,726.17	34.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
4/11/2011	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$3.70	Reimbursed for Office supply purchase, Quill A/P #282, A/R #165
6/13/2011	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$56.07	Reimburse Lib for employee purchase, A/P#485, A/R #287
8/8/2011	100 OPERATING FUND	2.23 OTHER OPERATING SUPPLIES	\$0.29	Reimbursed for water -A/R #395, A/P #634
5/23/2011	100 OPERATING FUND	3.24 PROFESSIONAL MEETINGS	\$30.00	Partial Refund on Cancelled Mtg. Reservation-A/P #256 & A/R #250
7/25/2011	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$505.89	Ins. Claim Reimbursement for Tree Damages @ DeM. Lib, A/P #602-Wiseman Tree Service
8/26/2011	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$93.86	Refunded overcharge on Ins Claim on A/P #627 (A/R 459)
4/11/2011	100 OPERATING FUND	3.93 TAXES & ASSESSMENTS	\$0.58	Reimbursed for Sales Tax charged - A/P#289-SVT
2/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Refund on Lost Bk Pd & Found - A/P#102 (Sirk)-1/15/11
3/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.99	Refund on Lost Bk Pd & Found - A/P#184 (Forbes)-2/7/11
3/26/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	Refund on Lost Bk Pd & Found - A/P#3123, 3/26/11
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	refund on Lost Bk Pd & Found - A/P#248, 3/12/11 (VandeerMolen)
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	refund on Lost Bk Pd & Found - A/P#268, 3/17/11(Fitzpatrick)
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Refund on Lost Bk Pd & Found - A/P#286, 3/9/11(Streveler)
5/9/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	refund on Lost Bk Pd & Found - A/P#379, 3/9/11
5/9/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.95	refund on Lost Bk Pd & Found - A/P#400 3/7/11
6/13/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$22.95	refund on Lost Bk Pd & Found - A/P#470, 3/29/11
7/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$11.97	Refund on Lost Bk Pd & Found - A/P#571
7/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.20	Refund on Lost Bk Pd & Found - A/P#542
8/8/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$6.99	Refund onLost Pd Bk found - A/P 663, A/R of 7/23/11
8/8/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.50	ILL Lost Bk - A/P #661, E. Jordan reimbursed 7/14/11
8/8/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.50	Refund on Lost Bk Pd & Found - A/P#640, 7/19/11.
9/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$3.90	Refund on Lost Bk Pd 8/1/11& Found - A/P#763
9/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.75	Refund on Lost Bk Pd 8/15/11& Found - A/P#750
9/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.50	Refund on Lost Bk Pd 6/22/11 & Found - A/P#764
9/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Refund on Lost Bk Pd 2/26/11& Found - A/P#768
1/3/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$149.90	Encumbered per Board Mtg Approval, 12/29/10
8/8/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$24.95	A. Pavloff reimbursed for damaged tape (A/R #374), A/P #658

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
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Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$1,086.34

Voucher List
Jasper County Public Library

Report Date: From 9/1/2011 To 9/30/2011

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	720	ALLIED WASTE SERVICES #71	9/9/2011	Trash Service-Wh. Lib, September 2011(Confirm #4BLBHXCVC)	\$69.66
0	721	GREAT-WEST RETIREMENT S	9/9/2011	Deferred Comp Contributions 10 SEP 11 Payroll withholding (Online Banking #PBOBAXMD)	\$1,325.00
0	722	INDIANA DEPARTMENT OF RE	9/20/2011	State & County Taxes w/held 9 September 11 Payroll, ref #34439, Verif Code #36	\$5,844.45
0	723	IRS USA TAXPAYMENT	9/12/2011	FICA & Federal Taxes w/held 9 September 11, Ref #62158536	\$10,838.39
0	724	JOSEPH ZELLON	9/9/2011	Courier Mileage-August 16-31, 2011(Online Confirm #ZBSBTXTI)	\$366.30
0	725	TOWN OF DEMOTTE	9/9/2011	EFT - Sewer Services, DeM.August 2011, Conf #XBPB4XD2	\$69.80
0	726	PAYROLL	9/9/2011	PAYROLL	\$49,400.32
30658	727	A.M. Best Company, Inc.	9/12/2011	Rating Guide -Continuations	\$329.90
30659	728	AARON'S LAWN CARE	9/12/2011	Mowing for all three Branches (8/1/11-8/23/11)	\$620.00
30660	729	ACE HARDWARE	9/12/2011	Super Glue, Mending Brace, Dowels, Drywall, Nuts/Bolts, Doorbell, Weed & Grass, Towels, Light Bulbs	\$45.25
0	730	ALLIANCE BANK	9/12/2011	Direct Deposit fees, August 2011	\$36.70
30661	731	AMERICLEAN	9/12/2011	Carpet Cleaning in DeM less Indiana Room and Staff Lounge	\$1,949.22
30662	732	ANTHEM BLUE CROSS BLUE	9/12/2011	Health Ins Premium-September 2011	\$9,307.62
30663	733	ANTHEM LIFE	9/12/2011	Life Ins. Premium-September 2011	\$103.14
30664	734	BAKER & TAYLOR	9/12/2011	Books, Continuations, AV, Auto. Yours	\$11,618.74
30665	735	BAKER & TAYLOR ENTERTAIN	9/12/2011	DVDs	\$639.70
30666	736	BETTER CONTAINERS MFG. C	9/12/2011	500 - Love My Library Bags	\$123.28
30667	737	BLUETARP FINANCIAL, INC	9/12/2011	Scotchguard, Paper Towels, Wood Stain, Root Killer, Caulk, Screws, Thinner	\$43.62
30668	738	BOOKPAGE	9/12/2011	Magazine (10/11-09/12)	\$456.00
30669	739	BRENDA THOMPSON	9/12/2011	Mileage: B2B	\$22.76
30670	740	BRIDGEWAY FINANCIAL GRO	9/12/2011	Books	\$36.00
30671	741	CAMPBELL PRINTING COMPA	9/12/2011	Self-Inking Deposit Stamp	\$24.67
30672	742	CAPITAL ONE BANK (USA), NA	9/12/2011	DVDs, Books, Meeting Expenses, Notebook, Software, Giftcard, 2 Batteries for APC	\$2,803.36
30673	743	CAROLYNN DeVRIES	9/12/2011	Prizes and Expenses for YA Program, DVDs	\$173.19
30674	744	CREATIVE PRODUCT SOURC	9/12/2011	Wooden Pencils	\$172.50
30675	745	CULLIGAN OF KOUTS	9/12/2011	August Water and Cooler Rental-Wh. Lib	\$63.15
30676	746	DEBORAH KRISTOFF	9/12/2011	Courier Mileage, (8/19)	\$33.30
30677	747	DEERWOOD GROUP LLC	9/12/2011	Deposit for Cabinets in Business Office	\$482.50
30678	748	DEMOTTE DECORATIVE STO	9/12/2011	Gold Mulch-10 yds @ Wh. Lib	\$360.00
0	749	DEMOTTE STATE BANK	9/12/2011	Checks	\$16.19
30679	750	DENISE GEORGOPOULOS	9/12/2011	Found and returned book	\$5.75
30680	751	EMILY DURAN	9/12/2011	Mileage: AV Trip	\$24.42
30681	752	EDUCATION NETWORKS OF A	9/12/2011	Internet Services-August 2011	\$885.00
30682	753	EVELYN BRISTOL	9/12/2011	Mileage: Deliver B2B bags, CYPD	\$150.96
30683	754	FASE-KALUF TV & APPLIANCE	9/12/2011	Air Condition for Systems Room	\$350.00
30684	755	FASE'S WATER TREATMENT	9/12/2011	9 Redout @ DeM	\$110.25
30685	756	FINDAWAY WORLD, LLC	9/12/2011	Earbuds	\$145.32
30686	757	FLEX-PAC INC	9/12/2011	Uninal Block, Hand Sanitizer, Garbage Bags, Germicidal Bowl Cleaner, Hand Soap, Gloves	\$276.08
30687	758	GAIL EVANS	9/12/2011	Formula 409, Cleaning Wipes, Mileage: Post Office (ILL), Bank Deposits, Deliver Board Packets, Cash Register Training, Walmart, Check Cabinets, Meet with Americlean	\$88.52

Printed on Monday, October 03, 2011

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30688	759	GAYLORD BROS.	9/12/2011	Book Easel, Blower Apparatus, Acrylic Risers for Milroy Cabinet; Labels	\$49.56
30689	760	HERITAGE OFFICE PRODUCT	9/12/2011	Nametag - Nanette	\$11.50
30690	761	INDIANA LIBRARY FEDERATIO	9/12/2011	2011 ILF Legislative Forum (Stringfellow), CYPD Conference (Bristol, Phillips, Cavinder), Future of IN Public Libraries (Stringfellow)	\$785.00
30691	762	INTELLIGENT CLEANING SYS	9/12/2011	Toilet Tissue, Roll Towels, Multi-Fold Towels	\$396.05
30692	763	KATHERINE LONG	9/12/2011	Returned Lost Book	\$3.90
30693	764	KELLY PETERSON	9/12/2011	Reimbursement for a found book	\$7.50
30694	765	KIRBY RISK CORPORATION	9/12/2011	Wireless Doorbell, Ballasts	\$107.02
30695	766	LINDA POORTENGA	9/12/2011	Books, Mileage: Milroy, B2B, Counterparts	\$185.47
30696	767	M. LEE SMITH PUBLISHERS L	9/12/2011	H/R Database	\$900.00
30697	768	MICHELLE CANNON	9/12/2011	Reimbursement of returned book	\$12.95
30698	769	MIDWEST TAPE	9/12/2011	DVDs	\$202.81
30699	770	MOTION PICTURE LICENSING	9/12/2011	License Certificate - Rensselaer Lib (9/30/11-9/30/12)	\$100.00
30700	771	NANCY PHILLIPS	9/12/2011	Fish Tank Supplies	\$25.87
30701	772	NANETTE SPEACHT	9/12/2011	Mileage: Deposit, Seminar and Roundtable	\$114.33
30702	773	NORTHWESTERN INDIANA TE	9/12/2011	DeMotte Local Phones-September 2011	\$171.46
30728	774	MARK SHEPPERD	9/12/2011	Tree trimming at DeMotte Library and Removal of 2 Spruce Trees	\$1,150.00
30704	775	OFFICE DEPOT	9/12/2011	Scissors, Copy Paper, Construction Paper	\$73.89
30705	776	ORIENTAL TRADING CO., INC	9/12/2011	Fortune Cookies, Stampers, Bookmarks	\$27.99
30706	777	PATTY STRINGFELLOW	9/12/2011	Phone calls, Mileage: Conferences	\$129.69
30707	778	PEGGY WOODS	9/12/2011	DVDs, Mileage: AV shopping, Deposit	\$275.40
0	779	PNC BANK	9/12/2011	Checks & Deposit Slips	\$62.58
30708	780	PRECISION CONTROL SYSTE	9/12/2011	Repair flow switch, Qtly Maintenance-DeM & Rens.	\$2,180.70
30709	781	PRECISION GLASS, INC	9/12/2011	Glass Display Shelf replacement-DeM. Lib	\$54.00
30710	782	PROQUEST LLC	9/12/2011	Microfilm of Rens Republican (1/1/11-4/30/11)	\$91.22
30711	783	QUILL CORPORATION	9/12/2011	White Out, Dust Destroyer, Binder	\$89.87
30712	784	RACHAEL CAVINDER	9/12/2011	Mileage: AV Shopping	\$28.86
30713	785	RENSSELAER REPUBLICAN	9/12/2011	Legal Ad- 2012 Budget	\$57.75
30714	786	ROEING CORP.	9/12/2011	Annual Technical Support	\$754.00
30715	787	RELIABLE EXTERMINATORS, I	9/12/2011	Exterior Pest Control - DeMotte	\$200.00
30716	788	SCHOLASTIC LIBRARY PUBLI	9/12/2011	Books	\$94.50
30717	789	SUE TOBIAS	9/12/2011	Mileage: Deposits, Orientation Post Office for ILL	\$19.09
30718	790	TOWN & COUNTRY CONSTRU	9/12/2011	Prepare and Pave DeMotte	\$14,976.00
30719	791	TOWN OF WHEATFIELD SEW	9/12/2011	Sewer services-Wh. September 2011	\$56.65
30720	792	TRUGREEN CHEMLAWN	9/12/2011	Plant Protection	\$103.95
30721	793	ULINE	9/12/2011	DVD (single) Cases	\$178.96
30722	794	UNIQUE MANAGEMENT SERVI	9/12/2011	Collections- Initial and Secondary Placements, July & August 2011	\$464.95
30723	795	USA TODAY	9/12/2011	Wheatfield. Newspaper Subsc. - 9/13/11-9/13/12	\$208.00
30724	796	VISION SERVICE PLAN- (IN)	9/12/2011	Premium-September 2011	\$200.92
30725	797	WAL-MART COMMUNITY/GEM	9/12/2011	DVDs, Children's Supplies	\$588.54
30726	798	WASTE MANAGEMENT	9/12/2011	Trash Pick-up, DeM. Lib	\$60.50
30727	799	THOMSON WEST	9/12/2011	Continuations	\$150.50
0	800	IRS USA TAXPAYMENT	9/26/2011	FICA & Federal Taxes w/held 23 September 11, Ref #51857205	\$10,088.34
0	801	PAYROLL	9/23/2011	PAYROLL	\$46,447.58
0	802	AFLAC	9/23/2011	Bank Import	\$209.48
0	803	CENTURYLINK	9/23/2011	Local Telephones-Rens & Whtfld (Sept)-Online (Ref #9BGB19E & 8BLBVXYZ-Wh)	\$170.41
0	804	CHICAGO TRIBUNE	9/23/2011	Subscription, 9/11/11-3/11/12 Daily-DeMotte (Online #EBNB2XDJ)	\$195.00
0	805	CITY OF RENSSELAER	9/23/2011	Rens. Utilities(8/9/11-9/8/11), Online Banking #OBJBOXYZ	\$3,142.61

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	806	GREAT-WEST RETIREMENT S	9/23/2011	Deferred Comp Contributions 23 SEP 11 Payroll withholding (Online Banking #NBABDXAX)	\$1,325.00
0	807	JOSEPH ZELLON	9/23/2011	Courier Mileage-September 1-15, 2011(Online Confirm #ZBZBNXYZ)	\$299.70
0	808	NIPSCO	9/23/2011	Wheatfield Utilities, 8/2/11-9/2/11 Confirm #YB6BOX2J	\$1,944.33
0	809	NIPSCO	9/23/2011	DeMotte Utilities Confirm #CBZBWX9J	\$4,076.60
0	810	CENTURYLINK	9/23/2011	Long Distance Charges, 8/2/11-8/31/11 Online Confirm #5BNBCXDJ	\$6.71
Total Amount of Claims					\$192,668.70

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 03, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$192,668.70

Date this 10th day of October, 20 11.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

September 30, 2011

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$3,121.77	\$25,926.27
DeMotte	\$1,163.49	\$9,563.66		
Rensselaer	\$1,182.57	\$9,584.45		
Wheatfield	\$775.71	\$6,778.16		
PHOTOCOPIES:			\$915.95	\$7,842.14
DeMotte	\$300.55	\$3,021.85		
Rensselaer	\$427.40	\$3,147.28		
Wheatfield	\$188.00	\$1,673.01		
INTEREST (Checking, Repurchase, CDs):.....			\$415.98	\$3,918.18
TAXES:			\$67,628.16	\$1,062,169.35
Property Tax	\$0.00	\$405,191.95		
LOIT	\$14,659.50	\$131,935.50		
License Excise Tax	\$0.00	\$42,141.65		
Financial Institution Tax	\$0.00	\$1,019.65		
CVET(Commercial Vehicle Excise)	\$0.00	\$5,162.66		
Local Option/Certified Shares	\$43,842.33	\$394,580.97		
Local Option/Property Tax Repl.	\$9,126.33	\$82,136.97		
TAXABLE SALES:-.....			\$15.06	\$175.92
REFUNDS:			\$100.00	\$11,734.71
Rebates/Refund	\$0.00	\$157.44		
Insurance Claims/Reimbursements	\$0.00	\$10,528.14		
Meeting Room Rental	\$100.00	\$450.00		
Reimbursement	\$0.00	\$0.29		
Fixed Asset Sales	\$0.00	\$33.00		
Miscellaneous Receipts	\$0.00	\$565.84		
TOTAL OPERATING FUND RECEIPTS.....			\$72,196.92	\$1,111,766.57
PLAC FUND:.....			\$0.00	\$50.00
FUNDS:			\$3,381.87	\$12,350.23
DeMotte	\$1,941.47	\$3,946.31		
Rensselaer	\$940.00	\$6,124.25		
Wheatfield	\$500.40	\$2,279.67		
LIB. IMPROV. RESERVE FUND:			\$95.85	\$794.08
Interest Earned	\$95.85	\$794.08		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$347,131.24
Property Tax	\$0.00	\$159,402.93		
License Excise Tax	\$0.00	\$13,467.94		
Financial Institution Tax	\$0.00	\$325.87		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,649.92		
Interfund Transfer from BIRF	\$0.00	\$172,284.58		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$64.47	\$142,622.02
Interest Earned	\$64.47	\$10,640.99		
Property Tax	\$0.00	\$120,323.51		
License Excise Tax	\$0.00	\$10,166.12		
Financial Institution Tax	\$0.00	\$245.98		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,245.42		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
SALES TAX:-.....			\$1.05	\$22.25
CONSTRUCTION FUND:			\$0.00	\$495.74
Interest Earned	\$0.00	\$245.74		
Reimbursement	\$0.00	\$250.00		
CASH CHANGE FUND			\$0.00	\$60.00
SUB-TOTAL (page 1).....			\$75,740.16	\$1,615,292.13

WITHHOLDING ACCOUNT FUNDS:

			\$28,077.00	\$244,932.50
FIT Tax Collected	\$8,582.21	\$74,475.50		
FICA Collected	\$5,244.11	\$45,427.88		
State Tax Collected	\$3,489.66	\$30,251.06		
County Tax Collected	\$2,580.92	\$22,320.06		
Deferred Comp Plan	\$2,650.00	\$23,180.00		
Pre-tax Insurance Plans	\$3,032.07	\$27,288.51		
Life Insurance	\$135.16	\$1,226.44		
PERF	\$2,362.87	\$20,763.05		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
EIC	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$103,817.16	\$1,860,224.63

Voucher List**Jasper County Public Library****Report Date: From 10/1/2011 To 10/20/2011**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
30729	811	AARON'S LAWN CARE	10/10/2011	Lawn Mowing, DeM & Rens - Sep 2011	\$475.00
30730	812	ACE HARDWARE	10/10/2011	Building Repairs: Drywall, Toilet Seat, GFI's, Flexaspout-DeM; Masking Tape, Clear Plastic Sheet	\$97.98
30731	813	AFFORDABLE ALTERNATIVES	10/10/2011	2-Day Loan & Look For! Labels	\$46.30
0	814	ALLIANCE BANK	10/10/2011	Direct Deposit Fees-Sep 2011	\$37.00
30732	815	ALLIED WASTE SERVICES #7110	10/10/2011	Trash pick-up, Wheatfield - Oct 2011	\$69.63
30733	816	ANTHEM BLUE CROSS BLUE	10/10/2011	Health Ins Premium- October 2011	\$9,307.62
30734	817	ANTHEM LIFE	10/10/2011	Life Ins. Premium - October 2011	\$103.14
30798	818	BAKER & TAYLOR	10/10/2011	Books, Continuations, AV, Auto. Yours	\$7,771.53
30736	819	BAKER & TAYLOR ENTERTAIN	10/10/2011	DVDs	\$185.90
30737	820	BIERMA HARDWARE, INC.	10/10/2011	Wrench, batteries, pvc plug, spray nine cleaner	\$51.04
30738	821	BLOOMFIELD CORPORATION	10/10/2011	Blower Wheel adjustments on Air Handler-Whtfld Lib	\$177.50
30739	822	BLUETARP FINANCIAL, INC	10/10/2011	Lounge sink drain extension-Rens, Caulk, baseboard, 1x6x8 Board	\$20.85
30740	823	BONNIE ZIMMER	10/10/2011	Found lost pd audiobk - refunded	\$29.95
30741	824	CAMPBELL PRINTING COMPA	10/10/2011	Speciality Cardstock, 11x17-DeM. Lib	\$22.48
30797	825	CAPITAL ONE BANK (USA), NA	10/10/2011	DVDs; Cleaning Supplies (Formula 409, Air Deodorizers, Furniture Polish, trashbags); Chairs & Sofa-DeM; Mtg. Expenses & SHRM Mtg.	\$2,100.27
30743	826	CARDINAL OFFICE PRODUCT	10/10/2011	Annual Mtnce DeM. Patron Copier	\$287.28
30744	827	CENTRAL STATES SALES CO	10/10/2011	Sm Ceiling Spot Lights, Outdoor Bulbs	\$137.75
30745	828	CHRISTOPHER BEEZHOLD	10/10/2011	Found Lost Pd Bk - refund	\$12.95
30746	829	CYNTHIA L.HORGASH	10/10/2011	Storytelling Program Presenter-DeM. Lib.	\$50.00
30747	830	CULLIGAN OF KOUTS	10/10/2011	Water Cooler Rental -September (Wh. Lib)	\$9.95
30748	831	DEMCO	10/10/2011	Book Jacket Covers, Book Pockets (low-back)	\$289.35
30749	832	DIANA KOOY	10/10/2011	Books	\$47.94
30750	833	EDUCATION NETWORKS OF A	10/10/2011	Internet Access - Sep 2011	\$885.00
30751	834	FASE'S WATER TREATMENT	10/10/2011	Redout - DeM. Lib	\$134.75
30752	835	FLEX-PAC INC	10/10/2011	Foam Soap for Hand Dispensers	\$137.10
30753	836	GAYLORD BROS.	10/10/2011	Magazine/Literature Display holders-DeM.	\$433.91
30754	837	GUMDROP BOOKS	10/10/2011	Children Books	\$2,989.61
30755	838	INDIANA DEPT. OF WORKFOR	10/10/2011	Unemployment Compensation Insurance-3rd Quarter 2011	\$260.45
30756	839	INPRS fbo PERF	10/10/2011	PERF 3rd Quarter Payment 2011	\$25,205.23
30757	840	JEAN LAMBERT	10/10/2011	Mileage: Staff Development Day (carpooled)	\$8.88
30758	841	KANKAKEE VALLEY PUBLISHI	10/10/2011	Legal Budget Ad, 8/4 & 8/11/11 - KV Post News	\$57.75
30759	842	KIRBY RISK CORPORATION	10/10/2011	Light Bulbs	\$121.36
30760	843	KOLORTECH, INC.	10/10/2011	Fluorescent Bulbs	\$200.40
30761	844	KONE, INC.	10/10/2011	Qtly Elevator Maintenance Agreement - Jul-Aug-Sep	\$360.00
30762	845	LANDMARK AUDIOBOOKS	10/10/2011	Audiobooks	\$598.50
30763	846	LINDA POORTENGA	10/10/2011	2012 Weekly Planner Calendars, Mileage: B2B;	\$82.37
30764	847	LINDA THOMPSON	10/10/2011	Books	\$26.36
30765	848	LOOKOUT BOOKS	10/10/2011	Children Books	\$332.10
30766	849	MIDWEST TAPE	10/10/2011	Children DVDs	\$560.90
30767	850	NANETTE SPEACHT	10/10/2011	SDD - Paper Products	\$22.63
30768	851	NASON'S APPLIANCE CO.	10/10/2011	Amana Refrigerator - DeM. Staff Lounge	\$460.00
30769	852	OFFICE DEPOT	10/10/2011	Security Chest;Printer Cartridges;SD Memory Cards; Tape, Roll-on Ink , Urninal Screens	\$262.12
30770	853	PATTY STRINGFELLOW	10/10/2011	Mileage: Board Mtg, Storytime Prog, Privacy in Lib Workshop; ILF Legislative Day	\$208.68
30771	854	PEGGY WOODS	10/10/2011	Mileage: Bank Deposits, Post Office	\$7.10

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30772	855	GAIL EVANS	10/10/2011	Mileage: Bank Deposits, Board Mtg, PERF Mtg, Cash Register training, Post Office - Sep	\$112.05
30773	856	POINT OF SALE	10/10/2011	Receipt Paper	\$116.74
30774	857	POSTMASTER	10/10/2011	Stamps: 100-\$2.00; 100-\$0.80; 60-\$0.20; 100-\$0.17; 100-\$0.01	\$310.00
30775	858	PRECISION CONTROL SYSTE	10/10/2011	Ceiling Tiles found wet, VAV not leaking. Cleaned High Roof area near drain, was clogged.-DeM	\$292.50
30776	859	QUILL CORPORATION	10/10/2011	Copy Paper, Laserjet Cartridges, Tape, Typewriter/Correction Ribbon, markers, Bulletin Bd, Pencil Sharpener	\$711.01
30777	860	RAYANN GILMORE	10/10/2011	Mileage: Media Counterparts, Pick-up Lib Prog Supply	\$78.81
30778	861	RELIABLE EXTERMINATORS, I	10/10/2011	Pest Control-Exterior @ Rens	\$152.00
30779	862	ROTARY CLUB of RENSSELAE	10/10/2011	Rotary Membership Dues-July/Aug	\$27.00
30780	863	RECORDED BOOKS, LLC	10/10/2011	Children's Audiobooks	\$464.60
30781	864	REGENT BOOK CO., INC.	10/10/2011	BH&G Kitchen & Bath Ideas	\$13.67
30782	865	SHEILA MAXWELL	10/10/2011	Postage, Counterparts Mtg Expenses; Mileage: Branches, PERF Mtg, Mgmt Mtg, SDD, etc.	\$373.51
30783	866	SMART APPLE MEDIA	10/10/2011	Children Books	\$288.87
30784	867	STREAMLINE GUTTERING, LL	10/10/2011	Replaced Downspouts @ Rens. Lib	\$2,040.00
30785	868	SUE TOBIAS	10/10/2011	Mileage: Bank Deposits, Post Office, SHRM Mtg, etc.- Sep	\$35.08
30786	869	SUNRISE PACKAGING INC.	10/10/2011	Audiobook cases	\$219.52
30787	870	SVT, LLC	10/10/2011	Management Mtg. Expenses	\$35.97
30788	871	TERRY McLEOD-HUPPENTHA	10/10/2011	Book	\$20.00
30789	872	THE LIBRARY CORPORATION	10/10/2011	Lib Serials Support, Nov 2011-Oct 2012	\$2,251.00
30790	873	TRUGREEN CHEMLAWN	10/10/2011	Landscape Weed Control @ Wh. Lib.	\$210.70
30791	874	VISION SERVICE PLAN- (IN)	10/10/2011	Vision Premium-Oct 2011	\$200.92
30792	875	WAL-MART COMMUNITY/GEM	10/10/2011	DVDs, Music CDs, Clorox Wipes, GooGone, Napkins, Glue Sticks, Books, Airhorn, Volunteer Supplies, Tape, Batteries	\$2,502.25
30793	876	WASTE MANAGEMENT	10/10/2011	Oct Trash Pick-up - DeMotte Lib	\$60.50
30794	877	YVONNE DEL VECCHIO	10/10/2011	Mileage: Walking books & Deliver Community Connection & Program Notices-July & Aug	\$31.64
0	878	GREAT-WEST RETIREMENT S	10/10/2011	Deferred Comp Contributions 07 OCT 11 Payroll withholding (Online Banking #XFBT15)	\$1,325.00
0	879	INDIANA DEPARTMENT OF RE	10/20/2011	EFT-State & County Taxes w/held SEP 2011 Payrolls, Ref #55786	\$6,070.58
0	880	IRS USA TAXPAYMENT	10/11/2011	EFT-FICA & Federal Taxes w/held 07 October 11, Ref #13691802	\$10,120.06
0	881	JOSEPH ZELLON	10/7/2011	Courier Mileage: September 2011 (Online Conf #JBLBRMK4)	\$366.30
0	882	TOWN OF DEMOTTE	10/10/2011	Sewer Services - DeM. Lib, Sep 2011 (Online Banking Conf #EBYBHML4)	\$69.80
0	883	TOWN OF WHEATFIELD SEW	10/10/2011	Sewer Services - Wh. Oct 2011(ONLINE BANKING #7BZB7ML4)	\$56.65
0	884	PAYROLL	10/7/2011	PAYROLL	\$46,537.54

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>
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<i>Date</i>	<i>Explanation</i>
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Total

Total Amount of Claims **\$129,780.88**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 10, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$129,780.88

Date this 10th day of October, 2011.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

NOV.

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, November 14, 2011, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of October Board Meeting
Bills/Financial Reports
Policy Review (R 10; R 15)
PLA 2012 (R 22)

General Business

Technical Services Librarian/Systems Administrator
Annual Report (R 22)
Health Insurance 2012 (R 22)
Board By-laws (R 22)
2012 Slate of Officers (R 22)
Year-End Board Meeting (R 22-R 23)

Information
Information
Action
Information
Action

Director's Report (R 22-R 26)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

October 10, 2011
Rensselaer Library

Present: Janelle Harper, Deana George, Natalie Waling, Timothy Schultz Jr., Patricia Stringfellow, Gail Evans, Kent Mahnesmith, Harry Mohler.

Absent: Jody Melton, Mari Anne Sayler, Janet Umlauf

Secretary Pro-Tem: In the absence of the board secretary, D. George nominated N. Waling to serve as the Secretary Pro-tem for the evening's business. J. Harper seconded the motion. Motion passed unanimously.

Agenda & Consent Agenda Approval: The Consent Agenda and Agenda items, September Board Meeting Minutes, bills/financial reports, FMLA/Military Leave Policy revisions, Library Credit Card Policy revisions as presented, Salary Ordinance Update, were approved on a motion by N. Waling, seconded by D. George. Motion passed.

Order of Business: Rensselaer Parking Lot Expansion agenda item was moved to Item 4 on the Agenda by Vice-President Schultz.

Budget 2012 Adoption: P. Stringfellow reviewed with the board that the 2012 budget has been advertised and a public hearing held with no public objections. The final step is to adopt the budget, sign the required forms, and submit to DLGF. Budget totals are: Operating Fund \$2,266,675; Library Improvement Reserve Fund \$56,082; Bond & Interest Redemption Fund \$317,848. D. George moved, seconded by N. Waling, to adopt the 2012 budgets. Motion was unanimously passed.

By-law Amendment: Indiana State Library has been reviewing all public library by-laws. They have noted that our by-laws look good but recommend 3 minor revisions: include the boundaries of the library district; identify the library separately; and indicate that it is the library that is a class one public library. N. Waling made a motion to amend the by-laws to include these items. D. George seconded the motion. Motion passed. The board will vote on these amendments at the November board meeting.

Advanced Tax Draw: In an effort to receive any property tax monies collected as they become available, D. George, made a motion to request an advanced draw. N. Waling seconded the motion. Motion passed. Advanced draw is effective after 30 days of request.

Rensselaer Library Parking Lot Expansion: H. Mohler gave an update to the board regarding the status of the parking lot expansion project at Rensselaer. He has been in communication with R. Peterson, McMahon Engineering, regarding drainage plans without any resolution. Attorney K. Mahnesmith suggested a meeting with all parties involved, R. Peterson, Mayor Arihood, J. Lockridge, H. Mohler, T. Sammons, and himself to hammer out the issues to get the drainage issue resolved so we can move forward with the parking lot expansion. K. Mahnesmith will arrange for a time and date to meet. J. Melton and P. Stringfellow will attend the meeting as library representatives.

Slate of Officers: Nominating Committee, J. Umlauf (chairperson), D. George, J. Harper, will be drawing up a slate of officers to present at the November Board Meeting in accordance with our

Board by-laws. Board members may only serve two consecutive years for the same office. Election will be at the December meeting.

Director's Report: Facility maintenance continues with tree trimming at DeMotte, downspout replacement at Rensselaer, and mold remediation at DeMotte library completed. Clogged gutters at DeMotte from tree trimming led to water seepage in the staff lounge, delaying reconstruction as walls and carpet dried out. Rensselaer Library experienced a wet carpet and wall under the baseboard in the meeting room last week as a result of a faulty expansion tank in boiler room. A new expansion tank has been ordered and will be installed this week.

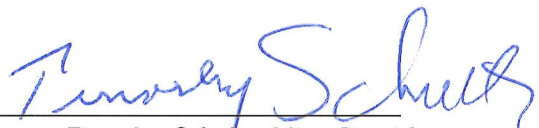
Intern Courtney Blossom observed the board meeting as part of MLS coursework.

Public Hearings: Governmental units that may be impacted by requests for tax considerations receive formal notifications of the public hearings. The Jasper County Fairgrounds Economic Development Area T.I.F. - Tax Increment Financing public hearing is set for October 14, 2011, and a tax abatement application from Wilson Industrial Sales Co., Inc. will be heard on October 18, 2011.

Adjournment: With no further matters for discussion moved to adjourn by D. George, seconded by J. Harper at 6.37 PM.



Natalie Waling, Secretary Pro-tem



Attest: Timothy Schultz, Vice-President

CIRCULATION BY HOLDINGS CODE
October 2011

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	8	0	1	9
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	8	1	1	10
Award Winning non-fiction (DAWNF)	2	0	0	2
Award Winner YAFIC (DAYAF)	0	1	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	55	3	1	59
Blu-Ray (DBR)	25	0	0	25
Books on CD (DBKCD)	169	8	3	180
Books on Tape (DBKT)	7	0	0	7
Compact Disc (DCD)	328	4	8	340
Digital Audiobooks (DDA)	9	0	0	9
DVD (DDVD)	1496	13	5	1514
Equipment (DEQP)	115	0	0	115
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	49	0	0	49
Fiction (DFIC)	801	32	19	852
Fiction Fantasy (DFICF)	15	4	4	23
Fiction Mystery (DFICM)	122	7	2	131
Fiction New (DFICNEW)	442	13	17	472
Fiction Science Fiction (DFICSF)	1	0	0	1
Fiction Western (DFICW)	22	2	4	28
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	25	0	1	26
Hanging Bags (DHANG)	14	1	0	15
ILL (DILL)	56	0	0	56
Internet (DINTER)	1173	0	0	1173
Juv. Audio book (DJAUDB)	20	1	0	21
Juv. Biography (DJBIO)	53	2	3	58
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	26	0	0	26
Juvenile Easy (DJE)	549	21	7	577
Juv. Easy Non-fiction (DJENF)	32	2	1	35
Juv. Easy Reader (DJER)	335	8	10	353
Juv. Fiction (DJFIC)	395	3	2	400
Juv. Holiday books (DJHOL)	139	2	2	143
Juv. Magazine (DJMAG)	68	0	0	68
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	364	10	6	380
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	99	0	2	101

Large Print Fiction (DLPF)	185	2	3	190
Large Print Nonfic (DLPNF)	11	3	0	14
Magazine (DMAG)	676	0	0	676
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	21	0	3	24
Nonfiction 100 (DNF100)	19	0	1	20
Nonfiction 200 (DNF200)	28	2	6	36
Nonfiction 300 (DNF300)	76	8	10	94
Nonfiction 400 (DNF400)	5	0	0	5
Nonfiction 500 (DNF500)	41	2	0	43
Nonfiction 600 (DNF600)	225	11	12	248
Nonfiction 700 (DNF700)	104	2	6	112
Nonfiction 800 (DNF800)	23	4	0	27
Nonfiction 900 (DNF900)	57	11	0	68
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	45	2	1	48
Nonfiction (DNFIC)	2	0	1	3
Nonfiction New (DNFNEW)	129	4	2	135
Nonfiction VHS (DNFVHS)	5	0	0	5
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	8	0	0	8
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	19	0	0	19
Software (DSWAR)	49	3	0	52
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	57	3	0	60
YA Audio book (DYAUDB)	9	0	0	9
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	174	11	4	189
YA Music CD (DYACD)	2	0	0	2
YA Nonfiction (DYANF)	13	0	1	14
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	21	0	1	22
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	38	0	41
Blu-Ray (RBR)	0	28	0	28
Books on CD (RBKCD)	3	167	2	172
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	2	264	1	267
Digital Audiobooks (RDA)	0	5	0	5
DVD (RDVD)	9	2222	8	2239
Equipment (REQP)	0	73	0	73
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	40	0	40
Fiction (RFIC)	30	724	18	772
Fiction New (RFICNEW)	16	375	9	400

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	110	13	123
Hanging Bag (RHANG)	0	24	0	24
ILL (RILL)	0	77	0	77
Internet (RINTER)	0	2106	0	2106
Juv. Audio book (RJAUDB)	2	19	2	23
Juv. Biography (RJBIO)	0	41	1	42
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	20	1	21
Juvenile Easy (RJE)	14	828	5	847
Juv. Easy Non-fiction (RJENF)	0	163	0	163
Juv. Easy Reader (RJER)	0	332	2	334
Juv. Fiction (RJFIC)	4	500	3	507
Juv. Magazine (RJMAG)	0	29	0	29
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	2	505	3	510
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	117	0	117
Large Print Fiction (RLPF)	18	164	2	184
Large Print Nonfic (RLPNF)	1	16	0	17
Magazine (RMAG)	9	559	2	570
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	13	1	15
Non-Fiction 100 (RNF100)	2	33	0	35
Non-Fiction 200 (RNF200)	4	24	0	28
Non-Fiction 300 (RNF300)	13	108	7	128
Non-Fiction 400 (RNF400)	0	21	1	22
Non-Fiction 500 (RNF500)	2	23	0	25
Non-Fiction 600 (RNF600)	15	227	17	259
Non-Fiction 700 (RNF700)	10	130	8	148
Non-Fiction 800 (RNF800)	1	36	0	37
Non-Fiction 900 (RNF900)	5	50	1	56
Nonfiction Blu-Ray (RNFBFR)	0	0	0	0
Nonfiction DVD (RNFDVD)	0	99	0	99
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	19	219	11	249
Nonfiction VHS (RNFVHS)	0	20	0	20
Oversize (ROVER)	0	2	0	2
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	15	0	15
Software (RSWAR)	0	65	0	65
Vertical File (RVF)	0	2	0	2
VHS (RVHS)	0	4	0	4
YA Audio book (RYAUDB)	0	14	0	14
YA Biography (RYAB)	0	1	0	1

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	10	260	8	278
YA Music CD (RYACD)	2	146	2	150
YA Nonfiction (RYANF)	1	24	1	26
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	5	2	13	20
Blu-Ray (WBR)	0	0	4	4
Books on CD (WBKCD)	14	13	165	192
Books on Tape (WBKT)	1	0	4	5
Compact Disc (WCD)	17	20	187	224
Digital Audiobooks (WDA)	1	2	1	4
DVD (WDVD)	4	19	1683	1706
Equipment (WEQP)	0	0	45	45
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	32	32
Fiction (WFIC)	41	28	338	407
Fiction Fantasy (WFICF)	0	0	7	7
Fiction Mystery (WFICM)	1	6	98	105
Fiction New (WFICNEW)	35	19	341	395
Fiction Science Fiction (WFICSF)	0	1	1	2
Fiction Western (WFICW)	1	1	4	6
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	17	17
Hanging Bags (WHANG)	0	0	12	12
ILL (WILL)	0	0	39	39
Internet (WINTER)	0	0	920	920
Juv. Audio book (WJAUDB)	18	2	10	30
Juv. Biography (WJBIO)	1	1	17	19
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	2	0	21	23
Juvenile Easy (WJE)	11	19	586	616
Juv. Easy Non-fiction (WJENF)	4	2	82	88
Juv. Easy Reader (WJER)	36	8	240	284
Juv. Fiction (WJFIC)	40	14	250	304
Juv. Magazine (WJMAG)	2	0	17	19
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	15	17	298	330
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	0	2	183	185
Large Print Fiction (WLPF)	18	5	81	104
Large Print Nonfic (WLPNF)	0	5	14	19
Magazine (WMAG)	2	0	366	368
Non-Fiction 000 (WNF000)	1	0	4	5
Non-Fiction 100 (WNF100)	1	3	3	7
Non-Fiction 200 (WNF200)	1	2	17	20
Non-Fiction 300 (WNF300)	6	1	29	36
Non-Fiction 400 (WNF400)	0	0	6	6

Non-Fiction 500 (WNF500)	4	1	7	12
Non-Fiction 600 (WNF600)	14	8	130	152
Non-Fiction 700 (WNF700)	2	0	45	47
Non-Fiction 800 (WNF800)	0	0	6	6
Non-Fiction 900 (WNF900)	2	2	27	31
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	2	0	80	82
Nonfiction (WNFIC)	1	0	1	2
Nonfiction New (WNFNEW)	12	6	77	95
Nonfiction VHS (WNFVHS)	0	0	4	4
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	1	34	35
Vertical File (WVF)	1	0	1	2
VHS (WVHS)	0	1	69	70
YA Audio book (WYAUDB)	0	0	2	2
YA Biography (WYAB)	0	1	1	2
YA Books on CD (WYABKCD)	1	2	2	5
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	11	18	174	203
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	2	2	29	33
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	9555	11523	7104	28182

CIRCULATION BY HOLDINGS CODE
October 2011

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	8	0	1	9
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	8	1	1	10
Award Winning non-fiction (AWNf)	2	0	0	2
Award Winner YAFIC (AYAF)	0	1	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	63	43	14	120
Blu-Ray (BR)	0	0	0	0
Books on CD (BKCD)	186	188	170	544
Books on Tape (BKT)	8	0	4	12
Compact Disc (CD)	347	288	196	831
Digital Audiobooks (DA)	10	7	1	18
DVD (DVD)	1509	2254	1696	5459
Equipment (EQP)	115	73	45	233
See librarian (ERR)	0	0	0	0

Express Book (EXP)	49	40	32	121
Fiction (FIC)	872	784	375	2031
Fiction Fantasy (FICF)	15	4	11	30
Fiction Mystery (FICM)	123	13	100	236
Fiction New (FICNEW)	493	407	367	1267
Fiction Science Fiction (FICSF)	1	1	1	3
Fiction Western (FICW)	23	3	8	34
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	25	110	31	166
Hanging Bags (HANG)	14	25	12	51
ILL (ILL)	56	77	39	172
Internet (INTR)	1173	2106	920	4199
Juv. Audio book (JAUDB)	40	22	12	74
Juv. Biography (JBIO)	54	44	21	119
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	28	20	22	70
Juvenile Easy (JE)	574	868	598	2040
Juv. Easy Non-Fiction (JENF)	36	167	83	286
Juv. Easy Reader (JER)	371	348	252	971
Juv. Fiction (JFIC)	439	517	255	1211
Juv. Holiday (JHOL)	139	2	2	143
Juv. Magazine (JMAG)	70	29	17	116
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	381	532	307	1220
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	1	1
Juv. Toddler (JTOD)	99	119	185	403
Large Print Fiction (LPF)	221	171	86	478
Large Print Nonfic (LPNF)	12	24	14	50
Magazine (MAG)	687	559	368	1614
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	23	13	8	44
Non-Fiction 100 (NF100)	22	36	4	62
Non-Fiction 200 (NF200)	33	28	23	84
Non-Fiction 300 (NF300)	95	117	46	258
Non-Fiction 400 (NF400)	5	21	7	33
Non-Fiction 500 (NF500)	47	26	7	80
Non-Fiction 600 (NF600)	254	246	159	659
Non-Fiction 700 (NF700)	116	132	59	307
Non-Fiction 800 (NF800)	24	40	6	70
Non-Fiction 900 (NF900)	64	63	28	155
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	47	101	81	229
Nonfiction (NFIC)	3	0	2	5
Nonfiction New (NFNEW)	160	229	90	479
Nonfiction VHS (NFVH)	5	20	4	29
Oversize (OVER)	0	2	0	2
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	8	0	0	8

Reference (REF)	76	97	42	215
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	19	15	0	34
Software (SWAR)	49	69	34	152
Vertical File (VF)	1	2	1	4
VHS	57	8	69	134
YA Audio book (YAADB)	9	14	2	25
YA Biography (YAB)	0	2	1	3
YA Books on CD (YABKCD)	1	2	2	5
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	195	289	186	670
YA Music CD (YACD)	4	146	2	152
YA Nonfiction (YANF)	16	26	31	73
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	21	1	1	23
				0
Free reads	462	383	176	1021
Games/Puzzles	2	23	0	25
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10069	11998	7318	29385

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2280	1807	1157	5244
Nonfiction	1072	1209	548	2829
CHILDREN'S BOOKS				
Fiction	1499	1853	1292	4644
Nonfiction	620	745	414	1779
YA BOOKS				
Fiction	220	400	217	837
Nonfiction	16	28	32	76
Magazines, Adult	687	559	368	1614
Magazines, Children	70	29	17	116
Sound Recordings, adult	561	499	375	1435
Sound Recordings, ch	86	213	48	347
Online databases	0	0	0	0
Software	49	69	34	152
Vertical file	1	2	1	4
VHS/DVD/Blu-Ray	1618	2383	1850	5851
Equipment	115	73	45	233
Total	8894	9869	6398	25161
A-V Circulation	2314	3164	2307	7785
A-V Circulation as % of total	26.0%	32.1%	36.1%	30.9%

October 2011

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	73,477	63,549	47,954
Circulation Increase/Decrease	-9.6%	-10.1%	-10.9%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2010	2011	% change
Current month's Circulation	27,997	25,161	-10.1%
Jan. to date circulation	284,763	259,213	-9.0%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
				ADULT BOOKS	
20,650	20,729	11,808	11,885	12,699	12,787 Fiction
18,995	18,969	20,042	20,119	10,034	9,963 Nonfiction
				CHILDREN'S BKS	
13,954	14,019	11,775	11,832	9,975	10,025 Fiction
9,151	9,202	6,412	6,444	5,528	5,539 Nonfiction
				YA BOOKS	
2,030	2,034	2,547	2,566	2,010	2,025 Fiction
506	506	690	691	200	102 Nonfiction
				0	0 Magazines,Adult
				0	0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,071	3,099	3,518	3,552	3,439	3,457 Sound Rec/Adult
691	705	362	388	712	719 Sound Rec/Child
19	19	29	29	7	7 Online Databases
381	381	357	357	181	180 Software
2	2			4	4 Vertical Files
3,683	3,694	5,441	5,524	3,055	3,089 VHS/DVD
118	118	142	142	57	57 Equipment
73,251	73,477	63,143	63,549	47,901	47,954 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

October 2011

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	197	43	193	42	298	65	688	149
LOCAL HISTORY								
In person	3	1	2	1	1	0	6	2
Letters written	0	0	3	3	0	0	3	3
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1173	49	2106	88	920	38	4199	175
Computer software used	176	15	173	14	113	9	462	39
VCR Use	0	0	0	0	3	0	3	0
Microforms	2	0	7	1		0	9	1
CD ROM/Online databases	202	17	315	26	84	7	601	50
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	4	1	0	0	0	0	4	1
OTHER LIBRARY SERVICES USED								
Outreach activities	27	27	6	4		0	33	22
Notarized documents	3	1	2	1	2	1	7	2
Meeting Room Use (no. of group)	39	13	49	16	34	11	122	41
Study room use	17	1	22	2	20	2	59	5
Proctoring	3	2	0	0	0	0	3	2
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded						n/a		
IN-HOUSE USE ITEMS	150		401		132		683	
WIRELESS USE via patron owned pcs	274		372		124		770	
SELF-CHECKOUT USE	235		1068		510		1813	
INTERLIBRARY LOANS								
Requests made for:	72	18	63	16	34	9	169	42
Items rec'd for:	76	38	97	49	42	21	215	108
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8729	8868	5027	22624
Non-resident, paying	1	5	0	6
PLAC card users	0	4	0	4
Reciprocal borrowers	429	464	100	993
Number of New Patrons Added	36	57	33	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	2	12	0	0	3	18
Children's Programs (0-13)	10	60	20	120	9	54	39	234
Number attending	157		345		233		735	
YA Programs (14-17)	2	12	3	18	2	12	7	42
Number attending	47		124		16		187	
Adult Programs	4	24	1	6	1	6	6	36
Number attending	97		169		22		288	
Senior Citizen Programs	9	54	6	36	3	18	18	108
Number attending	83		67		30		180	
Total Number of Programs	26	156	32	192	15	90	73	438
Total Persons Attending	384		705		301		1390	
Total Attending Same Month Last	354		574		339		1267	
Total Staff Hours Spent		381		454		253	1088	1079
Total Number of In-House Program	19		27		12		58	
Total Attendance	267		573		187		1027	
Total Number of Outreach Program	7		5		3		15	
Total Attendance	117		132		114		363	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6145	69.5%	6203	63.1%	4412	69.4%	16760	67.0%
Corporate	97	1.1%	0	0.0%	0	0.0%	97	0.4%
Juvenile 0-11	146	1.7%	431	4.4%	88	1.4%	665	2.7%
Juvenile-AV	1184	13.4%	1283	13.1%	992	15.6%	3459	13.8%
Nonresident No Fee	39	0.4%	73	0.7%	35	0.6%	147	0.6%
Nonresident Fee	0	0.0%	11	0.1%	0	0.0%	11	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	357	4.0%	344	3.5%	87	1.4%	788	3.1%
Reciprocal Juvenile	6	0.1%	14	0.1%	0	0.0%	20	0.1%
Reciprocal Juvenile AV	24	0.3%	38	0.4%	16	0.3%	78	0.3%
Reciprocal YA	14	0.2%	0	0.0%	0	0.0%	14	0.1%
Reciprocal YA AV	1	0.0%	4	0.0%	4	0.1%	9	0.0%
School	0	0.0%	10	0.1%	0	0.0%	10	0.0%
School AV	0	0.0%	5	0.1%	0	0.0%	5	0.0%
St. Joseph College	0	0.0%	45	0.5%	0	0.0%	45	0.2%
Staff	499	5.6%	792	8.1%	477	7.5%	1768	7.1%
Walking books	34	0.4%	58	0.6%	0	0.0%	92	0.4%
YA 12-17	23	0.3%	131	1.3%	12	0.2%	166	3.6%
YA-AV	277	3.1%	381	3.9%	237	3.7%	895	3.6%
Total	8846		9823		6360		25029	
 All items borrowed by nonresidents	 441	 5.0%	 544	 5.5%	 142	 2.2%	 1127	 4.5%

Materials Selection Policy

LIBRARY BILL OF RIGHTS moved from the end of the policy to the beginning!

The Library Bill of Rights, which follows, is as precise and concise a statement of our beliefs as can be found. We have adopted it as a part of our overall selection policy.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The library sets as its major goals in materials selection: to inform, enrich and empower all residents of the library's service district.

The phrase "library materials" as it occurs in this policy has the widest possible meaning. Included are such materials as books, magazines, movies, audio books, e-books, music and computer software.

Ultimate responsibility for materials selection rests with the Director, who operates within the framework of this selection policy adopted by the Library Board. Actual materials selection is done by librarians and other qualified personnel.

No new format may be added without Board approval.

BUILDING THE COLLECTION

The collection, taken as a whole, will be an excellent and unbiased source of information and recreation. It will include as wide a selection as possible. Subjects and viewpoints will be covered in sufficient depth to meet anticipated and expressed needs.

Selection of materials by the Library does not mean endorsement of the contents or views expressed in those materials. The collection as a whole will be sufficiently diverse to promote no causes, to further no movements, and to endorse no viewpoints.

A. By Library

A special effort is made to adapt each collection to the community which it serves and to keep up with population growth and expanding information needs of the various communities.

1. Rensselaer Headquarters and the DeMotte Library: These libraries will provide well-rounded collections of reference and circulating materials for use by the public, including the more specialized reference and bibliographic aids for the system.
2. Wheatfield Library: The Wheatfield Library will make available materials that will satisfy the general and frequent needs of its community. Selection is not limited to materials purchased for the other libraries.
3. Specialized Collections: To more economically use library funds, each library will be responsible for providing more in depth materials and staff expertise in using those materials in certain fields. Staff in that library will then provide needed information in those fields to patrons at any library in the system.

The Rensselaer Library will be responsible for providing in depth collections and expertise in the areas of Business and Grants. The DeMotte Library will be responsible for providing in depth collections and expertise in the areas of law and biographical reference. The Wheatfield Library will be responsible for providing the in depth collection and expertise in the area of health.

B. By Age Group

1. Adult: Selection must be as broad in scope as the interests and needs of the community. Besides aiming at variety and depth, it must recognize a wide range of reading ability and taste.
2. Young Adult: Each library will maintain a collection for young people aged approximately 11-17. This collection is intended primarily as a bridge between children and adult collections. Some titles appear in both the adult and young adult collections or in the children's and young adult collections.

3. ~~Juvenile Children~~: This collection will endeavor to satisfy the informational, recreational, and cultural reading interests and needs of children from ~~preschool~~ birth to age 14.

CRITERIA FOR SELECTION

All acquisitions, whether purchased or donated, will be selected in accordance with one or more of the following criteria:

- Critical reviews and information in professional selection aids
- Effectiveness of style, format and content for intended audience
- Need for breadth and diversity of viewpoints and subjects within the collection
- Relation to existing collection and other materials on the subject
- Reputation and significance of author, publisher, composer and/or artist
- Patron interest
- Cost
- Contemporary significance or permanent value
- Format

The Library recognizes that many materials are controversial and that any given item may offend some patrons. The choice of library materials by users is an individual matter. A person may reject certain items for himself/herself or for his/her family, but he/she does not have the right to restrict access to these materials by others. Selection will not be made on the basis of any anticipated approval or disapproval, but on the merits of the work as it relates to the criteria listed.

The library cannot limit its selection to materials suitable for children and adolescents, but must consider its adult audience; therefore, some materials may be deemed by parents as inappropriate for their children. Since parents' feelings differ and children of the same age differ greatly in levels of maturity the library will not act as judge of what materials a child is mature enough to borrow. This responsibility must remain with the parent.

LOCAL HISTORY

The Jasper County Public Library recognizes the need to collect materials pertaining to the history and past residents of Jasper County.

The Rensselaer, DeMotte and Wheatfield Libraries will collect and retain a copy of all written and photographic materials reasonably available pertaining to the specific communities within which those branches are located. These materials should include oral and written histories of community families. In most cases, the Library is not able to accept clothing and other such historical memorabilia.

The Rensselaer Library is charged with maintaining a specialized genealogy and local history collection concerning Jasper County and the State of Indiana. The DeMotte Library will collect and retain a copy of all materials reasonably available pertaining to the history of the Kankakee Valley area.

GIFTS

Gifts are accepted subject to the following limitations:

1. The Library retains the right to accept or reject any gift.
2. The Library retains the unconditional ownership of the gift.
3. The Library makes the final decision on its use or other disposition of the gift.
4. The Library reserves the right to decide the conditions of display, housing and access to the materials.

COMPLAINTS

Complaints concerning specific materials in the collection should be discussed with the appropriate department or Agency Librarian, and/or Director. If a satisfactory resolution is not reached, the patron may make a written complaint using a Request for Reconsideration Form which will be reviewed by a staff committee appointed by the Director. The patron will be notified when the committee has made a determination.

If requested, the decision of the committee may be referred to the Library Board who will determine if Library policy has been followed.

COLLECTION MAINTENANCE

Except in the area of local history, JCPL is not a library of historical record. Therefore, to ensure a vital and useful collection, materials no longer useful to the library system will be disposed of according to good library practice and retention schedules.

USE OF LIBRARY MATERIALS

Library materials are not marked or identified to show approval or disapproval of the contents, and no book or other item is sequestered except for the purposes of protection from injury or theft.

Adopted June 18, 1948. Amended 2/61, 6/67, and 1/80 by the ALA Council
Policy revised 11/96, 11/99; 11/01; 11/03; 11/09; 11/11

Circulation Policy

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card in good standing (no long overdue items, no fines above \$5, card not expired). ~~This does not apply to web based materials.~~

Persons who reside or pay property taxes on property in the JCPL library district, which includes all of Jasper County except for Carpenter Township/Remington, are eligible for free Jasper County Public Library cards.

Students attending a public or private school in the library district are eligible for free ~~one-year~~ JCPL cards with full borrowing privileges. St. Joseph's College students are eligible for free one-year JCPL cards with full borrowing privileges.

Temporary residents are eligible for a free family card. They must submit their permanent and temporary addresses, with proof, if available. A family may have only one card and may have only five items checked out at any one time. Card will expire after 90 days but is subject to renewal.

Persons living outside the JCPL district may apply for a free JCPL card with full borrowing privileges as a Reciprocal Borrower upon showing a valid resident library card from a library which participates in the Reciprocal Borrowing Program or upon showing a valid PLAC card. Interlibrary loans must be processed at a patron's home library. Reciprocal cards must be renewed annually.

An annual fee is assessed for other out-of-county residents who do not pay property taxes or attend school in Jasper County, but wish to have full library privileges. This fee is the same for children and adults, and is NOT waived for Senior Citizens.

The signature of a parent (biological, foster, step) or legal guardian is required before a borrower's card can be issued to an applicant under the age of 18. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been ~~blocked~~ ~~revoked~~.

A corporation existing within the JCPL district may obtain a card with full borrowing privileges for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card. Application must be completed and signed by the head of the corporation or the person authorized to take responsibility for charges incurred if materials are not returned or are overdue.

Library cards do have expiration dates. Patrons will be required to pay card balance in full when card is renewed and buy a replacement card if card has been lost (purchasing card does not apply to patrons at Collections). Balance must return to zero at this time. One grace checkout will be allowed when patron is unable to pay balance in full at time of card renewal.

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM
Wed: 9 AM - 6 PM
Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
Fri, Sat: 9 AM - 5 PM
Wheatfield: Mon, Wed, Th.: 9:30 AM - 5:30 PM
Tues: 9:30 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Loan Periods

Circulating computer software:	3 weeks, with no renewal
Blu-ray/DVD's and VHS, nonfiction	3 weeks, with no renewal
Blu-ray/DVD's and VHS, entertainment:	2 days, with no renewal
Express Books:	1 week, with no renewal
Newspapers	2 days
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR/DVD player:	in house use only

All materials except Blu-ray, DVDs, VHS, Express Books and circulating computer software may be renewed for one additional loan period. If an item is on hold for another patron or on short term loan for a period of time, it may not be renewed.

Books may be borrowed for an extended loan period of 6 weeks (with no renewals) by special arrangement. If a patron has an extended loan item which has been in his/her possession longer than 3 weeks, s/he will be expected to return the item within 3 days after notification that the item has a hold request from another patron.

Entertainment Blu-ray, DVD's and/or VHS for classroom use may be checked out for a one week loan period.

Loan Limits

Blu-ray, VHS/DVDS: 2 entertainment Blu-rays, 2 nonfiction Blu-rays, 2 entertainment DVDs, 2 entertainment VHS, 2 nonfiction VHS, and 2 nonfiction DVD's per adult card. ~~Persons 18 years of age and older may borrow VHS/DVD's.~~ Persons 17 and under may borrow Blu-ray, VHS/DVD's with signed parental permission form.

Circulating computer software: 5 items per borrower's card.

Short term loan materials: On some occasions, materials are put on short term loan so that all students in a class have access to the resources.

CD's: 5 adult cds, 5 YA cds, and 5 jcds per borrower's card (multiple CD sets count as one item)

All other materials: Unlimited loan

Fines and Fees

May only be paid in US currency. Fines will never exceed the original cost of the overdue item, up to a maximum of \$100 per item.

<u>Overdue materials:</u>	Adult/YA Items:	\$.10 per day per item
	Children's room Juvenile items	\$.05 per day per item
	Express Books & Blu-ray, VHS and DVDs:	\$1.00 per day per item
	Vertical file:	\$.10 per vertical file heading per day (up to \$1.00 per heading)

<u>Overdue materials referred to collection agency:</u>	\$10.00 per borrower plus overdue fines
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Regarding ILL items, lost or returned damaged, the loaning library determines the fees patrons will pay.

<u>Equipment Loans:</u>	\$2.00 per day; \$10.00 deposit (exception-LCD projector \$10/day with \$100 deposit) refunded when material is returned undamaged
<u>Lost Book</u>	Original retail cost of item plus \$5.00 processing fee
<u>Transparent Language</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost case- Blu-ray, VHS, DVD, CD, audio book or computer software:</u>	\$2.50 per case
<u>Lost audiobook/Playaway</u>	Original retail cost of item plus \$10 processing fee
<u>Lost or damaged pamphlets:</u>	\$1.00 per item plus \$1.00 processing fee
<u>Lost or damaged computer software:</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost or damaged computer software user's guide, notebook:</u>	\$5.00 for first item, \$10 for more than 1 item
<u>Lost or damaged magazine:</u>	\$5.00 plus \$3.00 processing fee
<u>Other lost or damaged materials:</u>	Original retail cost of item plus \$5.00 processing fee.
<u>Lost or damaged hanging bag:</u>	\$3.00 per item
<u>Lost or damaged bar code</u>	\$.10

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

\$15.00 all hardback books, Blu-ray, VHS, DVDs, CDs, lease books
\$5.00 all paperbacks
\$1.00 all vertical file items, newspapers, college catalogs
\$25.00 computer software and audiobooks
\$40.00 audiobooks
\$ 5.00 \$7.50 audiobooks (per disc unit when 1-2 discs units are missing)

Patrons will be blocked from borrowing materials when overdue fines have accumulated to \$5.00 or when a borrowed item becomes 8 weeks overdue.

<u>Lost or damaged borrower's card:</u>	\$2.00
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FAX fees:

Fax of library materials sent by one branch to another at a patron's request:

First 5 pages free; 15 cents for each additional page

Fax of library materials to patron's home or business: 15 cents per page

Photocopy Fees:

<u>Customer-operated copiers</u>	10 cents per single side 20 cents double side
<u>Staff-operated copiers</u>	20 cents single side 40 cents double side
<u>Transparencies:</u>	40 cents each

Fines and fees continued-

Printing Fees:

Public Computer Workstations	10 cents per page per side
Microfilm Workstations	10 cents per page per side
with Portable Scanners	10 cents per page per side

Patrons may not use their own paper.

Items Available For Patron Purchase (selling price will be indicated on the item and applicable taxes apply):

Computer floppy disks
Flash Drives
Rewriteable Disks
Earbuds

Credit Balances: Patrons may **not** carry a credit balance on their account.

Other Circulation Services

Hold materials: All circulating materials may be held by for patrons except entertainment Blu-ray, VHS/DVD's and Express Books. Entertainment Blu-ray, VHS/DVDs will only be held for teachers using them in educational settings, and for groups needing a video for a particular date. Library staff can also place a reserve for a patron on a Blu-ray, VHS/DVD currently on the shelves of another branch.

Walking books program: Library staff or volunteers will bring books and other library materials to homebound individuals, those who are unable to visit the library. See Walking Books Policy.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL district.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. Reciprocal borrowers and PLAC users must request ILL from their home libraries.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons through the Indiana State Library.

7/96; revised 11/11

PEOPLE COUNT WEEK: WEEK OF OCTOBER 10-15, 2011

Year	Persons Entering Building			Materials Used			Copies Made for Patrons			CD-ROM/Internet/OPAC Use			Directional Questions						Reference Questions					
													Phone			In-Person			Phone			In-Person		
	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W
2011	1459	1892	1188	116	116	142	18	53	4	294	508	241	149	97	71	252	112	184	36	102	21	146	215	96
2010	1703	2143	1317	494	534	357	14	12	10	398	615	326	149	161	84	214	161	255	30	94	29	131	268	92
2009	1647	2226	1248	304	157	228	7	10	24	454	856	67	91	112	75	155	144	266	22	99	29	96	178	100
2008	1755	2364	1295	77	423	409	20	16	4	484	692	301	129	134	102	257	197	283	48	73	43	150	152	137
2007	1589	2054	1360	269	354	335	17	109	33	325	681	227	156	162	65	164	216	235	37	145	32	119	408	106
2006	1477	2156	1145	594	301	183	69	2	11	982	611	239	196	81	50	259	99	192	100	30	20	228	67	106
2005	1339	1953	1147	495	400	116	46	32	10	777	368	262	126	193	62	179	283	179	81	123	37	194	204	89

D R W

Total number:

2011	2470	3095	1947
2010	3133	3988	2470
2009	2776	3782	2037
2008	2920	4051	2574
2007	2676	4129	2393
2006	3905	3347	1740
2005	3237	3556	1902

Monthly Equivalents

REFERENCE QUESTIONS

	D	R	W
Telephone: Directional	645	420	307
Telephone: Reference	156	442	91
In-person: Directional	1091	485	797
In-person: Reference	632	931	416
Total	2524	2278	1611
COPIES MADE FOR PATRONS	78	229	17

JCPL FINANCIAL STATEMENT

October 31, 2011

F1

	Beginning 2011 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	\$658,796.81	\$156,541.78	\$1,601,688.40	\$71,994.98	\$1,183,761.55	\$240,869.96
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00	\$50.00
Gift Fund	\$6,786.28	\$1,729.17	\$12,142.76	\$2,310.18	\$14,660.41	\$9,303.93
DeMotte	\$1,694.92	\$1,433.77	\$3,603.09	\$540.18	\$4,486.49	\$2,578.32
Rensselaer	\$3,898.84	\$176.72	\$6,905.24	\$1,570.00	\$7,694.25	\$4,687.85
Wheatfield	\$1,192.52	\$118.68	\$1,634.43	\$200.00	\$2,479.67	\$2,037.76
Library Improvement Reserve Fund	\$215,110.13	\$0.00	\$4,457.29	\$81.68	\$875.76	\$211,528.60
Bond & Interest Redemption Fund	\$179,021.25	\$0.00	\$316,753.75	\$0.00	\$347,131.24	\$209,398.74
Includes \$172,284.58 transfer from Constr.						
Rainy Day Fund	\$303,858.32	\$2,040.00	\$2,436.49	\$0.00	\$0.00	\$301,421.83
Includes Investments of: \$250,000.00						
State Technology Fund Grant Fund	\$9,655.00	\$885.00	\$8,850.00	\$0.00	\$0.00	\$805.00
Capital Projects Fund	\$1,006,019.73	\$754.00	\$18,027.83	\$55.99	\$142,678.01	\$1,130,669.91
Includes Investments of: \$1,000,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Excess Fund	\$89,451.93	\$0.00	\$0.00	\$0.00	\$0.00	\$89,451.93
Sales Tax	\$20.81	\$0.00	\$20.41	\$0.14	\$22.39	\$22.79
Construction Fund	\$178,638.84	\$0.00	\$179,134.58	\$0.00	\$495.74	\$0.00
Includes \$172,284.58 transfer to BIRF						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$60.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,064.59	\$82,540.09	\$8,064.59	\$82,540.09	\$0.00
FICA Tax Collected	\$0.00	\$5,003.75	\$50,431.63	\$5,003.75	\$50,431.63	\$0.00
State Tax Collected	\$3,431.56	\$3,489.66	\$33,682.67	\$3,343.37	\$33,594.43	\$3,343.32
County Tax Collected	\$2,416.10	\$2,580.92	\$24,736.11	\$2,449.70	\$24,769.76	\$2,449.75
Deferred Comp.	\$0.00	\$2,650.00	\$25,830.00	\$2,650.00	\$25,830.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,032.07	\$30,320.52	\$3,032.07	\$30,320.58	\$0.06
Employee Life Insur.	\$0.00	\$135.16	\$1,361.60	\$135.16	\$1,361.60	\$0.00
Employee P.E.R.F.	\$6,609.66	\$6,958.01	\$27,372.71	\$2,279.82	\$23,042.87	\$2,279.82
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,660,076.42	\$193,864.11	\$2,419,836.84	\$101,401.43	\$1,961,626.06	\$2,201,865.64

Bank Balances
Jasper County Public Library
Report as of: 10/31/2011

<i>Bank</i>		
1	Alliance Bank	\$730,616.00
2	Demotte State Bank	\$6,239.26
3	Alliance Bank-LIRF Acct	\$211,528.60
4	PNC Bank	\$3,211.78
5	Cash On Hand	\$270.00
6	Alliance Bank-Construction Ckg.	\$0.00
7	Rensselaer Bnkg Ctr CD#400042127/400042839	\$500,000.00
8	Rensselaer Banking Ctr CD#400042716	\$750,000.00
10		
11		

Total all banks = \$2,201,865.64

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for

100 OPERATING FUND

Jasper County Public Library

Report Date: From 10/1/2011 To 10/31/2011

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$57,866.00	\$0.00	\$57,866.00	\$4,822.14	\$48,173.73	\$9,692.27	83.3
1.12 SALARY OF ASSISTANTS	\$1,010,295.00	\$0.00	\$1,010,295.00	\$81,325.10	\$820,658.60	\$189,636.40	81.2
1.13 WAGES OF JANITORS	\$54,774.00	\$0.00	\$54,774.00	\$5,447.54	\$54,090.89	\$683.11	98.8
1.21 EMPLOYER'S SHARE-FICA	\$85,905.00	\$0.00	\$85,905.00	\$6,775.01	\$68,283.79	\$17,621.21	79.5
1.22 UNEMPLOYMENT COMPENSATION	\$4,658.00	\$0.00	\$4,658.00	\$260.45	\$2,589.54	\$2,068.46	55.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$71,267.00	\$0.00	\$71,267.00	\$18,247.22	\$71,752.21	(\$485.21)	100.7
1.24 EMPLOYER'S CONTRIB.- INS.	\$100,029.00	\$0.00	\$100,029.00	\$6,653.93	\$66,525.88	\$33,503.12	66.5
Subtotal	\$1,384,794.00		\$1,384,794.00	\$123,531.39	\$1,132,074.64	\$252,719.36	81.8
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$325.00	\$0.00	\$325.00	\$0.00	\$491.99	(\$166.99)	151.4
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$7,500.00	\$59.77	\$7,559.77	\$837.89	\$4,943.20	\$2,616.57	65.4
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$246.90	\$3,999.21	\$2,000.79	66.7
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.29	\$6,200.29	\$657.02	\$4,146.87	\$2,053.42	66.9
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$84.98	\$2,465.64	(\$1,465.64)	246.6
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$65.74	\$134.26	32.9
2.33 REPAIR PARTS	\$700.00	\$0.00	\$700.00	\$11.97	\$1,636.55	(\$936.55)	233.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$13,400.00	\$0.00	\$13,400.00	\$1,125.51	\$7,783.87	\$5,616.13	58.1
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$121.00	\$79.00	60.5
Subtotal	\$35,825.00	\$60.06	\$35,885.06	\$2,964.27	\$25,654.07	\$10,230.99	71.5
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$102.00	\$4,898.00	2.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,065.00	\$0.00	\$5,065.00	\$0.00	\$3,287.63	\$1,777.37	64.9
3.21 TELEPHONE	\$4,000.00	\$0.00	\$4,000.00	\$373.58	\$2,998.13	\$1,001.87	75.0
3.22 POSTAGE	\$4,000.00	\$0.00	\$4,000.00	\$325.00	\$2,423.39	\$1,576.61	60.6
3.23 MILEAGE	\$22,000.00	\$0.00	\$22,000.00	\$1,556.72	\$13,073.28	\$8,926.72	59.4
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$30.00	\$8,030.00	\$139.80	\$4,577.64	\$3,452.36	57.0
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$109.90	\$1,324.15	\$175.85	88.3
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$0.00	\$0.00	\$35,400.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,000.00	\$0.00	\$1,000.00	\$57.75	\$331.23	\$668.77	33.1
3.33 MARKETING ADVERTISING	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	100.0
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$0.00	\$256.12	(\$106.12)	170.7
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$21,012.00	\$4,988.00	80.8
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$383.29	\$17,546.83	\$32,453.17	35.1
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$6,427.40	\$62,519.51	\$7,480.49	89.3
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$83.50	\$1,055.20	\$944.80	52.8
3.54 WASTE DISPOSAL SERVICES	\$5,100.00	\$0.00	\$5,100.00	\$474.03	\$4,618.52	\$481.48	90.6
3.61 BUILDING & STRUCTURES	\$47,320.00	\$599.75	\$47,919.75	\$1,307.70	\$64,210.88	(\$16,291.13)	134.0
3.62 EQUIPMENT REPAIRS	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$273.75	\$926.25	22.8
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$330.50	(\$80.50)	132.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.91 DUES	\$2,220.00	\$0.00	\$2,220.00	\$27.00	\$2,266.97	(\$46.97)	102.1
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.58	\$325.58	\$0.00	\$0.59	\$324.99	0.2
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$125.00	\$264.00	\$389.00	\$42.90	\$283.40	\$105.60	72.9
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$91,563.00	\$0.00	\$91,563.00	\$2,181.28	\$64,425.82	\$27,137.18	70.4
Subtotal	\$433,338.00	\$894.33	\$434,232.33	\$13,499.80	\$267,917.54	\$166,314.79	61.7
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$11,625.00	\$0.00	\$11,625.00	\$1,540.84	\$5,025.12	\$6,599.88	43.2
4.51 BOOKS	\$147,000.00	\$0.00	\$147,000.00	\$10,919.41	\$103,897.99	\$43,102.01	70.7
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$0.00	\$15,136.14	\$6,863.86	68.8
4.53 NONPRINTED MATERIALS	\$78,500.00	\$174.85	\$78,674.85	\$4,086.07	\$51,922.90	\$26,751.95	66.0
Subtotal	\$259,125.00	\$174.85	\$259,299.85	\$16,546.32	\$175,982.15	\$83,317.70	67.9
Grand Total	\$2,113,082.00	\$1,129.24	\$2,114,211.24	\$156,541.78	\$1,601,628.40	\$512,582.84	75.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for

130 LIRF FUND

Jasper County Public Library

Report Date: From 10/1/2011 To 10/31/2011

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$1,652.29	(\$1,652.29)	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$2,805.00	\$7,195.00	28.1
3.61 BUILDING & STRUCTURES	\$46,350.00	\$0.00	\$46,350.00	\$0.00	\$0.00	\$46,350.00	0.0
Subtotal	\$56,350.00		\$56,350.00	\$0.00	\$4,457.29	\$51,892.71	7.9
Grand Total	\$56,350.00	\$0.00	\$56,350.00	\$0.00	\$4,457.29	\$51,892.71	7.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for

151 RAINY DAY FUND

Jasper County Public Library

Report Date: From 10/1/2011 To 10/31/2011

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.61 BUILDING & STRUCTURES	\$10,000.00	\$0.00	\$10,000.00	\$2,040.00	\$2,040.00	\$7,960.00	20.4
Subtotal	\$10,000.00		\$10,000.00	\$2,040.00	\$2,040.00	\$7,960.00	20.4
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$396.49	\$19,603.51	2.0
Subtotal	\$20,000.00		\$20,000.00	\$0.00	\$396.49	\$19,603.51	2.0
Grand Total	\$30,000.00	\$0.00	\$30,000.00	\$2,040.00	\$2,436.49	\$27,563.51	8.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

*Appropriation Report for***160 CAPITAL PROJECTS FUND***Jasper County Public Library**Report Date: From 10/1/2011 To 10/31/2011*

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$18,060.00	\$0.00	\$18,060.00	\$754.00	\$17,939.83	\$120.17	99.3
Subtotal	\$18,060.00		\$18,060.00	\$754.00	\$17,939.83	\$120.17	99.3
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$31,380.00	\$0.00	\$31,380.00	\$0.00	\$88.00	\$31,292.00	0.3
4.53 NONPRINTED MATERIALS	\$560.00	\$0.00	\$560.00	\$0.00	\$0.00	\$560.00	0.0
Subtotal	\$31,940.00		\$31,940.00	\$0.00	\$88.00	\$31,852.00	0.3
Grand Total	\$50,000.00	\$0.00	\$50,000.00	\$754.00	\$18,027.83	\$31,972.17	36.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
4/11/2011	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$3.70	Reimbursed for Office supply purchase, Quill A/P #282, A/R #165
6/13/2011	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$56.07	Reimburse Lib for employee purchase, A/P#485, A/R #287
8/8/2011	100 OPERATING FUND	2.23 OTHER OPERATING SUPPLIES	\$0.29	Reimbursed for water -A/R #395, A/P #634
5/23/2011	100 OPERATING FUND	3.24 PROFESSIONAL MEETINGS	\$30.00	Partial Refund on Cancelled Mtg. Reservation-A/P #256 & A/R #250
7/25/2011	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$505.89	Ins. Claim Reimbursement for Tree Damages @ DeM. Lib, A/P #602-Wiseman Tree Service
8/26/2011	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$93.86	Refunded overcharge on Ins Claim on A/P #627 (A/R 459)
4/11/2011	100 OPERATING FUND	3.93 TAXES & ASSESSMENTS	\$0.58	Reimbursed for Sales Tax charged - A/P#289-SVT
2/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Refund on Lost Bk Pd & Found - A/P#102 (Sirk)-1/15/11
3/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.99	Refund on Lost Bk Pd & Found - A/P#184 (Forbes)-2/7/11
3/26/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	Refund on Lost Bk Pd & Found - A/P#3123, 3/26/11
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	refund on Lost Bk Pd & Found - A/P#248, 3/12/11 (Vandeermolen)
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	refund on Lost Bk Pd & Found - A/P#268, 3/17/11(Fitzpatrick)
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Refund on Lost Bk Pd & Found - A/P#286, 3/9/11(Streveler)
5/9/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	refund on Lost Bk Pd & Found - A/P#379, 3/9/11
5/9/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.95	refund on Lost Bk Pd & Found - A/P#400 3/7/11
6/13/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$22.95	refund on Lost Bk Pd & Found - A/P#470, 3/29/11
7/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$11.97	Refund on Lost Bk Pd & Found - A/P#571
7/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.20	Refund on Lost Bk Pd & Found - A/P#542
8/8/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$6.99	Refund onLost Pd Bk found - A/P 663, A/R of 7/23/11
8/8/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.50	ILL Lost Bk - A/P #661, E. Jordan reimbursed 7/14/11
8/8/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.50	Refund on Lost Bk Pd & Found - A/P#640, 7/19/11.
9/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$3.90	Refund on Lost Bk Pd 8/1/11& Found - A/P#763
9/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.75	Refund on Lost Bk Pd 8/15/11& Found - A/P#750
9/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.50	Refund on Lost Bk Pd 6/22/11 & Found - A/P#764
9/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Refund on Lost Bk Pd 2/26/11& Found - A/P#768
10/10/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$29.95	Refund on Lost Bk Pd 9/17/11& Found - A/P#823
10/10/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Refund on Lost Bk Pd 8/16/11& Found - A/P#828

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/3/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$149.90	Encumbered per Board Mtg Approval, 12/29/10
8/8/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$24.95	A. Pavloff reimbursed for damaged tape (A/R #374), A/P #658

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$1,129.24

Voucher List
Jasper County Public Library

Report Date: From 10/1/2011 To 10/31/2011

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
30729	811	AARON'S LAWN CARE	10/10/2011	Lawn Mowing, DeM & Rens - Sep 2011	\$475.00
30730	812	ACE HARDWARE	10/10/2011	Building Repairs: Drywall, Toilet Seat, GFI's, Flexaspout-DeM; Masking Tape, Clear Plastic Sheet	\$97.98
30731	813	AFFORDABLE ALTERNATIVES	10/10/2011	2-Day Loan & Look For! Labels	\$46.30
0	814	ALLIANCE BANK	10/10/2011	Direct Deposit Fees-Sep 2011	\$37.00
30732	815	ALLIED WASTE SERVICES #7110	10/10/2011	Trash pick-up, Wheatfield - Oct 2011	\$69.63
30733	816	ANTHEM BLUE CROSS BLUE	10/10/2011	Health Ins Premium- October 2011	\$9,307.62
30734	817	ANTHEM LIFE	10/10/2011	Life Ins. Premium - October 2011	\$103.14
30798	818	BAKER & TAYLOR	10/10/2011	Books, Continuations, AV, Auto. Yours	\$7,771.53
30736	819	BAKER & TAYLOR ENTERTAIN	10/10/2011	DVDs	\$185.90
30737	820	BIERMA HARDWARE, INC.	10/10/2011	Wrench, batteries, pvc plug, spray nine cleaner	\$51.04
30738	821	BLOOMFIELD CORPORATION	10/10/2011	Blower Wheel adjustments on Air Handler-Whtfld Lib	\$177.50
30739	822	BLUETARP FINANCIAL, INC	10/10/2011	Lounge sink drain extension-Rens, Caulk, baseboard, 1x6x8 Board	\$20.85
30740	823	BONNIE ZIMMER	10/10/2011	Found lost pd audiobk - refunded	\$29.95
30741	824	CAMPBELL PRINTING COMPA	10/10/2011	Speciality Cardstock, 11x17-DeM. Lib	\$22.48
30797	825	CAPITAL ONE BANK (USA), NA	10/10/2011	DVDs; Cleaning Supplies (Formula 409, Air Deodorizers, Furniture Polish, trashbags); Chairs & Sofa-DeM; Mtg. Expenses & SHRM Mtg.	\$2,100.27
30743	826	CARDINAL OFFICE PRODUCT	10/10/2011	Annual Mtnce DeM. Patron Copier	\$287.28
30744	827	CENTRAL STATES SALES CO	10/10/2011	Sm Ceiling Spot Lights, Outdoor Bulbs	\$137.75
30745	828	CHRISTOPHER BEEZHOLD	10/10/2011	Found Lost Pd Bk - refund	\$12.95
30746	829	CYNTHIA L.HORGASH	10/10/2011	Storytelling Program Presenter-DeM. Lib.	\$50.00
30747	830	CULLIGAN OF KOUTS	10/10/2011	Water Cooler Rental -September (Wh. Lib)	\$9.95
30748	831	DEMCO	10/10/2011	Book Jacket Covers, Book Pockets (low-back)	\$289.35
30749	832	DIANA KOOY	10/10/2011	Books	\$47.94
30750	833	EDUCATION NETWORKS OF A	10/10/2011	Internet Access - Sep 2011	\$885.00
30751	834	FASE'S WATER TREATMENT	10/10/2011	Redout - DeM. Lib	\$134.75
30752	835	FLEX-PAC INC	10/10/2011	Foam Soap for Hand Dispensers	\$137.10
30753	836	GAYLORD BROS.	10/10/2011	Magazine/Literature Display holders-DeM.	\$433.91
30754	837	GUMDROP BOOKS	10/10/2011	Children Books	\$2,989.61
30755	838	INDIANA DEPT. OF WORKFOR	10/10/2011	Unemployment Compensation Insurance-3rd Quarter 2011	\$260.45
30756	839	INPRS fbo PERF	10/10/2011	PERF 3rd Quarter Payment 2011	\$25,205.23
30757	840	JEAN LAMBERT	10/10/2011	Mileage: Staff Development Day (carpooled)	\$8.88
30758	841	KANKAKEE VALLEY PUBLISHI	10/10/2011	Legal Budget Ad, 8/4 & 8/11/11 - KV Post News	\$57.75
30759	842	KIRBY RISK CORPORATION	10/10/2011	Light Bulbs	\$121.36
30760	843	KOLORTECH, INC.	10/10/2011	Fluorescent Bulbs	\$200.40
30761	844	KONE, INC.	10/10/2011	Qtly Elevator Maintenance Agreement - Jul-Aug-Sep	\$360.00
30762	845	LANDMARK AUDIOBOOKS	10/10/2011	Audiobooks	\$598.50
30763	846	LINDA POORTENGA	10/10/2011	2012 Weekly Planner Calendars, Mileage: B2B;	\$82.37
30764	847	LINDA THOMPSON	10/10/2011	Books	\$26.36
30765	848	LOOKOUT BOOKS	10/10/2011	Children Books	\$332.10
30766	849	MIDWEST TAPE	10/10/2011	Children DVDs	\$560.90
30767	850	NANETTE SPEACHT	10/10/2011	SDD - Paper Products	\$22.63
30768	851	NASON'S APPLIANCE CO.	10/10/2011	Amana Refrigerator - DeM. Staff Lounge	\$460.00
30769	852	OFFICE DEPOT	10/10/2011	Security Chest;Printer Cartridges;SD Memory Cards; Tape, Roll-on Ink , Urninal Screens	\$262.12
30770	853	PATTY STRINGFELLOW	10/10/2011	Mileage: Board Mtg, Storytime Prog, Privacy in Lib Workshop; ILF Legislative Day	\$208.68
30771	854	PEGGY WOODS	10/10/2011	Mileage: Bank Deposits, Post Office	\$7.10

Printed on Wednesday, November 02, 2011

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30772	855	GAIL EVANS	10/10/2011	Mileage: Bank Deposits, Board Mtg, PERF Mtg, Cash Register training, Post Office - Sep	\$112.05
30773	856	POINT OF SALE	10/10/2011	Receipt Paper	\$116.74
30774	857	POSTMASTER	10/10/2011	Stamps: 100-\$2.00; 100-\$0.80; 60-\$0.20; 100-\$0.17; 100-\$0.01	\$310.00
30775	858	PRECISION CONTROL SYSTE	10/10/2011	Ceiling Tiles found wet, VAV not leaking. Cleaned High Roof area near drain, was clogged.-DeM	\$292.50
30776	859	QUILL CORPORATION	10/10/2011	Copy Paper, Laserjet Cartridges, Tape, Typewriter/Correction Ribbon, markers, Bulletin Bd, Pencil Sharpener	\$711.01
30777	860	RAYANN GILMORE	10/10/2011	Mileage: Media Counterparts, Pick-up Lib Prog Supply	\$78.81
30778	861	RELIABLE EXTERMINATORS, I	10/10/2011	Pest Control-Exterior @ Rens	\$152.00
30779	862	ROTARY CLUB of RENSSELA	10/10/2011	Rotary Membership Dues-July/Aug	\$27.00
30780	863	RECORDED BOOKS, LLC	10/10/2011	Children's Audiobooks	\$464.60
30781	864	REGENT BOOK CO., INC.	10/10/2011	BH&G Kitchen & Bath Ideas	\$13.67
30782	865	SHEILA MAXWELL	10/10/2011	Postage, Counterparts Mtg Expenses; Mileage: Branches, PERF Mtg, Mgmt Mtg, SDD, etc.	\$373.51
30783	866	SMART APPLE MEDIA	10/10/2011	Children Books	\$288.87
30784	867	STREAMLINE GUTTERING, LL	10/10/2011	Replaced Downspouts @ Rens. Lib	\$2,040.00
30785	868	SUE TOBIAS	10/10/2011	Mileage: Bank Deposits, Post Office, SHRM Mtg, etc.-Sep	\$35.08
30786	869	SUNRISE PACKAGING INC.	10/10/2011	Audiobook cases	\$219.52
30787	870	SVT, LLC	10/10/2011	Management Mtg. Expenses	\$35.97
30788	871	TERRY McLEOD-HUPPENTHA	10/10/2011	Book	\$20.00
30789	872	THE LIBRARY CORPORATION	10/10/2011	Lib Serials Support, Nov 2011-Oct 2012	\$2,251.00
30790	873	TRUGREEN CHEMLAWN	10/10/2011	Landscape Weed Control @ Wh. Lib.	\$210.70
30791	874	VISION SERVICE PLAN- (IN)	10/10/2011	Vision Premium-Oct 2011	\$200.92
30792	875	WAL-MART COMMUNITY/GEM	10/10/2011	DVDs, Music CDs, Clorox Wipes, GooGone, Napkins, Glue Sticks, Books, Airhorn, Volunteer Supplies, Tape, Batteries	\$2,502.25
30793	876	WASTE MANAGEMENT	10/10/2011	Oct Trash Pick-up - DeMotte Lib	\$60.50
30794	877	YVONNE DEL VECCHIO	10/10/2011	Mileage: Walking books & Deliver Community Connection & Program Notices-July & Aug	\$31.64
0	878	GREAT-WEST RETIREMENT S	10/10/2011	Deferred Comp Contributions 07 OCT 11 Payroll withholding (Online Banking #XFBT15)	\$1,325.00
0	879	INDIANA DEPARTMENT OF RE	10/20/2011	EFT-State & County Taxes w/held SEP 2011 Payrolls, Ref #55786	\$6,070.58
0	880	IRS USA TAXPAYMENT	10/11/2011	EFT-FICA & Federal Taxes w/held 07 October 11, Ref #13691802	\$10,120.06
0	881	JOSEPH ZELLON	10/7/2011	Courier Mileage: September 2011 (Online Conf #JBLBRMK4)	\$366.30
0	882	TOWN OF DEMOTTE	10/10/2011	Sewer Services - DeM. Lib, Sep 2011 (Online Banking Conf #EBYBHML4)	\$69.80
0	883	TOWN OF WHEATFIELD SEW	10/10/2011	Sewer Services - Wh. Oct 2011(ONLINE BANKING #7BZB7ML4)	\$56.65
0	884	PAYROLL	10/7/2011	PAYROLL	\$46,537.54
30714	885	ROEING CORP.	10/11/2011	Correct A/P Voucher #786, wrong fund entered.	\$0.00
0	886	PAYROLL	10/25/2011	PAYROLL	\$45,057.24
0	887	AFLAC	10/25/2011	Supplemental Ins. PremiumOctober (ONLINE Banking #XBUBUM1J)	\$209.48
0	888	CENTURYLINK	10/25/2011	Long Distance calls, September 2011(Online Conf #CB6BLMT6)	\$30.20
0	889	CENTURYLINK	10/25/2011	Local Phone Service - October 2011 (ONLINE Banking)	\$171.58
0	890	CITY OF RENSSELAER	10/25/2011	Utilities, Rens, 9/8-10/6/11 (Conf #MBJBLMJ8)	\$2,733.42
0	891	GREAT-WEST RETIREMENT S	10/25/2011	Annuity Withheld from 25 OCT 11 Payroll (Conf #5BDB3MZJ)	\$1,325.00
0	892	IRS USA TAXPAYMENT	10/26/2011	EFT-FICA & Federal Taxes w/held 25 October 11, Ref #94086612	\$9,723.29
0	893	JOSEPH ZELLON	10/25/2011	Courier Mileage: 10/1-10/15/11(Conf #3BPBJMX7)	\$333.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	894	NIPSCO	10/25/2011	Utilities-DeMotte (Conf #4BSBZMX7); Whtfld (Conf #QB7BFMV5)	\$4,378.22
0	895	NORTHWESTERN INDIANA TE	10/25/2011	DeMotte Telephones, October service (Conf #HBQBFMY5)	\$171.80
0	896	CYNTHIA L.HORGASH	10/28/2011	Programmer cancelled - Voided Ck #30746 & A/P #829	(\$50.00)
Total Amount of Claims					\$193,864.11

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, November 02, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$193,864.11

Date this 14th day of November, 2011.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

October 31, 2011

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$3,286.95	\$29,213.22
DeMotte	\$1,021.78	\$10,585.44		
Rensselaer	\$1,361.94	\$10,946.39		
Wheatfield	\$903.23	\$7,681.39		
PHOTOCOPIES:			\$758.07	\$8,600.21
DeMotte	\$308.50	\$3,330.35		
Rensselaer	\$297.22	\$3,444.50		
Wheatfield	\$152.35	\$1,825.36		
INTEREST (Checking, Repurchase, CDs):.....			\$319.84	\$4,238.02
TAXES:			\$67,628.16	\$1,129,797.51
Property Tax	\$0.00	\$405,191.95		
LOIT	\$14,659.50	\$146,595.00		
License Excise Tax	\$0.00	\$42,141.65		
Financial Institution Tax	\$0.00	\$1,019.65		
CVET(Commercial Vehicle Excise)	\$0.00	\$5,162.66		
Local Option/Certified Shares	\$43,842.33	\$438,423.30		
Local Option/Property Tax Repl.	\$9,126.33	\$91,263.30		
TAXABLE SALES:-			\$1.96	\$177.88
REFUNDS:			\$0.00	\$11,734.71
Rebates/Refund	\$0.00	\$157.44		
Insurance Claims/Reimbursements	\$0.00	\$10,528.14		
Meeting Room Rental	\$0.00	\$450.00		
Reimbursement	\$0.00	\$0.29		
Fixed Asset Sales	\$0.00	\$33.00		
Miscellaneous Receipts	\$0.00	\$565.84		
TOTAL OPERATING FUND RECEIPTS.....			\$71,994.98	\$1,183,761.55
PLAC FUND:.....			\$0.00	\$50.00
FUNDS:			\$2,310.18	\$14,660.41
DeMotte	\$540.18	\$4,486.49		
Rensselaer	\$1,570.00	\$7,694.25		
Wheatfield	\$200.00	\$2,479.67		
LIB. IMPROV. RESERVE FUND:			\$81.68	\$875.76
Interest Earned	\$81.68	\$875.76		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$347,131.24
Property Tax	\$0.00	\$159,402.93		
License Excise Tax	\$0.00	\$13,467.94		
Financial Institution Tax	\$0.00	\$325.87		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,649.92		
Interfund Transfer from BIRF	\$0.00	\$172,284.58		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$55.99	\$142,678.01
Interest Earned	\$55.99	\$10,696.98		
Property Tax	\$0.00	\$120,323.51		
License Excise Tax	\$0.00	\$10,166.12		
Financial Institution Tax	\$0.00	\$245.98		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,245.42		
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00
LEVY EXCESS FUND:.....			\$0.00	\$0.00
SALES TAX:.....			\$0.14	\$22.39
CONSTRUCTION FUND:			\$0.00	\$495.74
Interest Earned	\$0.00	\$245.74		
Reimbursement	\$0.00	\$250.00		
CASH CHANGE FUND			\$0.00	\$60.00
SUB-TOTAL (page 1).....			\$74,442.97	\$1,689,735.10

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$8,064.59	\$82,540.09	\$26,958.46	\$271,890.96
FICA Collected	\$5,003.75	\$50,431.63		
State Tax Collected	\$3,343.37	\$33,594.43		
County Tax Collected	\$2,449.70	\$24,769.76		
Deferred Comp Plan	\$2,650.00	\$25,830.00		
Pre-tax Insurance Plans	\$3,032.07	\$30,320.58		
Life Insurance	\$135.16	\$1,361.60		
PERF	\$2,279.82	\$23,042.87		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
EIC	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$101,401.43	\$1,961,626.06

Voucher List**Jasper County Public Library****Report Date: From 11/1/2011 To 11/21/2011**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	897	GREAT-WEST RETIREMENT S	11/10/2011	Annuity Withheld from 10 NOV 11 Payroll (Conf #	\$1,325.00
0	898	INDIANA DEPARTMENT OF RE	11/18/2011	EFT-State & County Taxes w/held Oct 2011 Payrolls, Ref #84139	\$5,793.07
0	899	IRS USA TAXPAYMENT	11/14/2011	EFT-FICA & Federal Taxes w/held 10 November 11, Ref #50090949	\$10,151.01
0	900	JOSEPH ZELLON	11/14/2011	Courier Mileage: 10/16-10-31(Conf #3BKBPMMV)	\$366.30
0	901	NIPSCO	11/10/2011	DeMotte Utilities Confirm #NB8BNMQM (Gas and Street Light)	\$451.77
0	902	TOWN OF DEMOTTE	11/10/2011	Sewer Services - DeM. Lib, Nov 2011 (Online Banking Conf #IBIXM3P)	\$69.80
0	903	PAYROLL	11/10/2011	PAYROLL	\$46,650.65
30799	904	AARON'S LAWN CARE	11/14/2011	Lawn Mowingand Edging, DeM & Rens. Mowing, Edging, Weed Pulling and Laying Mulch - Oct 2011	\$1,520.00
30800	905	ACE HARDWARE	11/14/2011	Drywall, Primer, Sealer, Paint, etc.-DeM Library , Post mold-remediation repairs	\$72.73
0	906	ALLIANCE BANK	11/14/2011	Direct Deposit Fees-Oct 2011	\$37.10
30801	907	ALLIED WASTE SERVICES #7	11/14/2011	Trash pick-up, Wheatfield - Nov 2011	\$53.90
30802	908	AMERICLEAN	11/14/2011	Mold Removal @ DeM in Kitchen & Indiana Room, Clean Ceramic Tile @ Wh., Mold Cleanup @ Rens	\$2,633.14
30803	909	ANGELA BARTON	11/14/2011	Staff Christmas Party Expenses, Mileage	\$75.96
30804	910	ANTHEM BLUE CROSS BLUE	11/14/2011	Health Ins Premium- October 2011	\$9,307.62
30805	911	ANTHEM LIFE	11/14/2011	Life Ins. Premium - November 2011	\$103.14
30806	912	AYDEN RANDOLPH	11/14/2011	Reimbursement for returned book	\$15.00
30807	913	BAKER & TAYLOR	11/14/2011	Books, Continuations, AV, Auto. Yours	\$12,214.35
30808	914	BAKER & TAYLOR ENTERTAIN	11/14/2011	DVDs	\$100.24
30809	915	BETH REASONER	11/14/2011	Craft Project and Storytime Expenses	\$69.62
30810	916	BLUETARP FINANCIAL, INC	11/14/2011	Post-mold remediation repairs @ DeMotte Lib - Staff Lounge & IN Room	\$90.16
30811	917	CAPITAL ONE BANK (USA), NA	11/14/2011	Retirement Party Expenses, CDs, DVDs, AV Shopping Expenses, Kids Supplies, Books, B2B Expenses, Online Survey, Mgmt Mtg Expenses, SHRM mtg	\$3,740.00
30812	918	CARDINAL OFFICE PRODUCT	11/14/2011	DeM. Workroom Copier Qtly Mtnc Contract	\$301.28
30813	919	CDW GOVERNMENT, INC	11/14/2011	Camera, camera battery and two printers	\$682.15
30814	920	CENTURYLINK	11/14/2011	Local calls, October 2011-Rens. Lib	\$117.99
30815	921	CHICAGO TRIBUNE	11/14/2011	Subscription, 11/09/11-5/9/12 Daily-Whetfld	\$195.00
30816	922	COMMUNITY MEDIA GROUP, I	11/14/2011	Renewal of KV Post 11/28/11-11/28/12-DeM.	\$52.00
30817	923	CULLIGAN OF KOUTS	11/14/2011	October Water and Cooler Rental-Wh. Lib	\$56.75
30818	924	DEERWOOD GROUP LLC	11/14/2011	Cabinets in Business Office	\$482.50
30819	925	DEMCO	11/14/2011	YA Stools & Table, Paper rack-DeM	\$978.81
30820	926	DEMOTTE DECORATIVE STO	11/14/2011	Mulch-Wh. Lib.	\$555.00
30821	927	DIANE OPOLSKI	11/14/2011	Books	\$16.47
30822	928	DONNA BARKO	11/14/2011	Mileage: Earth Day Program, ILL Packages	\$25.64
30823	929	DUCKWALL-ALCO STORES, IN	11/14/2011	Staff Recognition & DeM Children Program expenses	\$6.98
30824	930	EBSCO Accounts Receivable	11/14/2011	Novelist - Online Reader's Advisory	\$2,400.00
30825	931	EMILY DURAN	11/14/2011	Mileage: RA Wksp	\$24.42
30826	932	ENA SERVICES LLC	11/14/2011	Internet Access	\$885.00
30827	933	FASE'S WATER TREATMENT	11/14/2011	Redout - DeM. Lib	\$171.50
30828	934	FLEX-PAC INC	11/14/2011	Trash Liners, Facial Tissue	\$186.57
30829	935	GALE	11/14/2011	Books	\$1,533.77
30830	936	HISTORY EDUCATION	11/14/2011	DVDs	\$311.52
30831	937	INDIANA DEPARTMENT OF HO	11/14/2011	Book	\$23.60

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30832	938	INTEGRITY SOFTWARE, INC	11/14/2011	Maintenance Renewal for Windows	\$868.98
30833	939	INTELLIGENT CLEANING SYS	11/14/2011	Toilet paper, Paper Towels, Multi-Fold Towels	\$541.98
30834	940	JAMES R. LITTLE	11/14/2011	Wire connectors for Ballasts	\$5.19
30835	941	JAMIE JONES	11/14/2011	Mileage: Walking Books	\$24.42
30836	942	JASPER COUNTY HOSPITAL	11/14/2011	Bi-Monthly Water testing (Coliform)-DeM Lib	\$20.00
30837	943	JASPER CO. VETERANS COU	11/14/2011	Indiana State Flag	\$24.00
30838	944	K.V.ELECTRIC CORP.	11/14/2011	Replace Bulbs in 3 outside fixtures	\$95.00
30839	945	KAPCO	11/14/2011	Book RepairTapes & Materials, adhesive	\$190.48
30840	946	KAREN L. SLAGER	11/14/2011	Ghost Stories Program	\$80.00
30841	947	KIM DELGER	11/14/2011	BH&G Kitchen & Bath Magazines, 1 yr.	\$35.34
30842	948	KOLORTECH, INC.	11/14/2011	3 Flourescent Lights	\$75.00
30843	949	KONE, INC.	11/14/2011	Qtly Elevator Maintenance Agreement	\$360.00
30844	950	LANDMARK AUDIOBOOKS	11/14/2011	Audiobooks	\$1,002.46
30845	951	LEONA BOEZEMAN	11/14/2011	Reimbursement for a returned book	\$10.00
30846	952	LINDA POORTENGA	11/14/2011	Mileage: Mgmt Mtg, B2B, Library Council	\$85.47
30847	953	LINDA THOMPSON	11/14/2011	Books	\$43.82
30848	954	MAGAZINE SUBSCRIPTION SE	11/14/2011	Magazine Subscriptions, Jan- May 2012 renewals	\$4,370.30
30849	955	MARIANNE NELSON	11/14/2011	Reimbursement for returned book	\$14.00
30850	956	MARY LUNDE	11/14/2011	Reimbursement for returned CD	\$39.99
30851	957	MELISSA GOODWIN	11/14/2011	Mission Statement - R & D; Wall Decorations	\$599.05
30852	958	MIDAMERICA BOOKS	11/14/2011	Books	\$869.70
30853	959	MIDWEST TAPE	11/14/2011	DVDs	\$137.91
30854	960	NANETTE SPEACHT	11/14/2011	DVDs	\$97.94
30855	961	NETWISE RESOURCES LLC	11/14/2011	Qtly Maintenance on Rens. Workroom Copier	\$423.93
30856	962	NIPSCO	11/14/2011	Wheatfield Utilities, 10/3-11/01/11	\$1,808.09
30857	963	NORTHWESTERN INDIANA TE	11/14/2011	DeMotte Telephones, November service	\$171.80
30858	964	OFFICE DEPOT	11/14/2011	Cartridges, Ink	\$133.26
30859	965	ORIENTAL TRADING CO., INC	11/14/2011	Children's Supplies	\$35.98
30860	966	OSBY WATER CONDITIONING	11/14/2011	Softener Repairs & Chemicals-Wh. Lib	\$125.00
30861	967	OVERDRIVE	11/14/2011	One time participation fee for downloading books	\$1,000.00
30862	968	PATTY STRINGFELLOW	11/14/2011	Budget Wksp Expenses and Mileage: Branch Visit, Mtg with Brenda	\$62.84
30863	969	PRECISION CONTROL SYSTE	11/14/2011	Qtly Maintenance	\$1,845.00
30864	970	PROQUEST LLC	11/14/2011	Microfilm for KV Post 1/1/10-12/31/10	\$294.93
30865	971	QUILL CORPORATION	11/14/2011	Tape, Pop Up Notes, Pressboard, Calendars, Sticky Notes	\$321.02
30866	972	REBECCA AMALONG	11/14/2011	Mileage: Mgmt Mtg	\$24.20
30867	973	RECORDED BOOKS, LLC	11/14/2011	CD	\$6.98
30868	974	S & S WORLDWIDE, INC	11/14/2011	Children's Supplies	\$84.38
30869	975	SHEILA MAXWELL	11/14/2011	IL expenses, Parking, Transportation to Airport, Airfare	\$1,464.35
30870	976	SUE TOBIAS	11/14/2011	Mileage: Bank, Post Office, SHRM Mtg	\$96.18
30871	977	THE LIBRARY CORPORATION	11/14/2011	Lib Software License Support, 2012	\$1,762.00
30872	978	TODD W. LUKE	11/14/2011	Downspout, drywall mud, Mold repair	\$43.82
30873	979	UNIQUE MANAGEMENT SERVI	11/14/2011	Collections- Initial and Secondary Placements, September & October 2011	\$585.69
30874	980	UPSTART	11/14/2011	Book Marks	\$86.65
30875	981	VISION SERVICE PLAN- (IN)	11/14/2011	Vision Premium-Nov 2011	\$200.92
30876	982	WALL STREET JOURNAL	11/14/2011	2 yr. Subscriptions Rens. Lib.	\$647.38
30877	983	WAL-MART COMMUNITY/GEM	11/14/2011	Fan,Sandhill Crane Expenses, Index Card Rings, Cleaning Supplies, Teen Movie Program, Children's Halloween Program, Book Buddy Program, DVDs, Batteries, Tape	\$923.98
30878	984	WASTE MANAGEMENT	11/14/2011	Nov. Trash Pick-up - DeMotte Lib	\$10.50
30879	985	WORLD BOOK INC.	11/14/2011	Books	\$124.00
30880	986	YVONNE DEL VECCHIO	11/14/2011	Mileage: Walking Books	\$41.96

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30881	987	ZIESE PLUMBING, HEATING, &	11/14/2011	Plumbing Services: Repair diaphragm and flush valve on urinal	\$134.00
30882	988	BIERMA HARDWARE, INC.	11/14/2011	Flea Powder, Light Bulbs, Toggle for toilet, Cleaner	\$93.78
30883	989	RENSSELAER CHAMBER OF C	11/14/2011	Chamber Mtg Expenses	\$24.00
30884	990	SVT, LLC	11/14/2011	Children's Supplies for Halloween Crafts, Third Thursday Program	\$51.59
30885	991	IBT VIDEO SYSTEMS, INC.	11/14/2011	Service on Video Security system @ DeM. (gaps in data - mask removed on screen)-Sep	\$130.00
Total Amount of Claims					\$126,196.75

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, November 10, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$126,196.75

Date this 14th day of November, 20 11.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.



Dear Library Board,

Thank you for the card
and gift card for my 5th
library anniversary.

It is a pleasure to
work for the Jasper County
Public Library system. My
co-workers are the best
part of my job and I
look forward to many more
years with them.

Yvonne Del Vecchio

AGENDA

Jasper County Public Library Board of Trustees Year-end Meeting
Wednesday, December 28, 2011
Rensselaer Library Meeting Room
9:00 AM

Purpose

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Final year-end Bills To Be Allowed
- B. 2011 Encumbrances
- C. 2011 Appropriation Transfers

Public Forum

Adjournment

Voucher List
Jasper County Public Library

Report Date: From 12/15/2011 To 12/30/2011

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1086	PAYROLL	12/23/2011	PAYROLL	\$48,664.85
0	1087	CENTURYLINK	12/23/2011	Local Phones & Fax-Wheatfield, December 2011 ONLINE Pymt (Conf #KB9BAW7L & 8GBSWHL)	\$52.89
0	1088	CITY OF RENSSELAER	12/23/2011	Utilities, Rens, 11/7/11-12/8/11 (Conf #MB1BQW9K)	\$3,116.07
0	1089	GREAT-WEST RETIREMENT S	12/23/2011	Annuity Withheld from 23 Dec 11 Payroll (Conf #YB3BEW7L)	\$1,325.00
0	1090	IRS USA TAXPAYMENT	12/23/2011	EFT-FICA & Federal Taxes w/held 23 December 11, Ref #13620274	\$10,614.22
0	1091	JOSEPH ZELLON	12/23/2011	Courier Mileage: 12/1-12/15/11 (Conf #3BIBUW7Z)	\$366.30
0	1092	NIPSCO	12/23/2011	DeMotte Utilities Confirm #OBWBSW9K)	\$3,513.86
30961	1093	ACE HARDWARE	12/28/2011	Bladder Tank @ Wh, electrical wiring/screws for Auto Doors @ DeM, Faucet repairs, Chair hardware	\$323.05
30962	1094	AFLAC	12/28/2011	Supplemental Ins. Premium December 2011	\$209.48
0	1095	ALLIANCE BANK	12/28/2011	Supplemental Ins. Premium December 2011	\$39.20
30963	1096	AMERICLEAN, INC	12/28/2011	Mold Remediation - DeM & Rens.	\$2,044.44
30964	1097	ANGELA BARTON	12/28/2011	B2B Mtg-Dec Mileage	\$51.06
30965	1098	AUTOMATIC DOOR SERVICE o	12/28/2011	Automatic Doors plus installation @ DeM	\$2,935.00
30966	1099	BAKER & TAYLOR	12/28/2011	Books, Continuations, AV, Auto. Yours	\$8,857.69
30967	1100	BAKER & TAYLOR ENTERTAIN	12/28/2011	DVDs	\$28.56
30968	1101	BETH REASONER	12/28/2011	Mileage: Deliver flyers, school visits, Headstart visit, 11/30-12/15	\$9.44
30969	1102	BLUETARP FINANCIAL, INC	12/28/2011	Shed Light-Rens; Mold drywall-Rens, screws, furring strips, masking tape, insulation, Xacto blades, adhesives, sealant, molding, wallpaper stripper; conduit straps, connectors-DeM	\$255.68
30970	1103	BRENDA THOMPSON	12/28/2011	Mileage: work @ Whtfld Lib (staff-Xmas), Evaluation	\$33.30
30971	1104	CARDINAL OFFICE PRODUCT	12/28/2011	Rens Patron Copier Annual Mtnc Contract	\$354.79
30972	1105	CDW GOVERNMENT, INC	12/28/2011	LED Scrolling Digital Marquees, APC Replacement Battery, Mouse, Digital AV Adapter, Ipad Dock Connector, Kingston 8GB Flash card	\$3,554.15
30973	1106	COUNTRYSIDE LANDSCAPING	12/28/2011	7-Dwarf Lilac bushes south end @ DeM. (reimbursed by Ins. Co for tree damage & losses-June.) Replaces old spruce trees.	\$500.00
30974	1107	DAVIS WATER SERVICES, INC	12/28/2011	Reconditioned water softener @ DeM w/new parts	\$2,158.50
30975	1108	DUCKWALL-ALCO STORES, IN	12/28/2011	Water for Senior Movie, Author Visit, Book Discussion @ DeM.	\$9.63
30976	1109	GAIL EVANS	12/28/2011	Mileage: Bank Deposits, Post Office, Auditor's Office, deliver Bd packets; 9V Batteries	\$27.63
30977	1110	GAIL EVANS	12/28/2011	Rens. Petty Cash: Postage, hardware, bandaids, memo bk	\$27.51
30978	1111	GAIL EVANS	12/28/2011	DeMotte Petty Cash: Postage	\$5.40
30979	1112	GAIL EVANS	12/28/2011	Wheatfield Petty Cash: Postage, bandaids, State Lab water sample fee	\$10.37
30980	1113	GALE	12/28/2011	Book	\$24.79
30981	1114	DIANA KOOY	12/28/2011	Mileage: Evalation	\$12.21
30982	1115	HERITAGE OFFICE PRODUCT	12/28/2011	Jumbo Rubberbands	\$3.94
30983	1116	INDIANA NEWSPAPERS, INC	12/28/2011	Indianapolis Star newspaper subsc - Rens, 1/1-12/31/12; Journal & Courier - DeM, 1/5/12-1/4/13	\$443.46
30984	1117	JASPER COUNTY PUBLIC LIBR	12/28/2011	Transfer to LIRF per approval @ board mtg 12/12/11	\$35,000.00
130	1118	JASPER COUNTY PUBLIC LIBR	12/28/2011	Bank transfer for Automatic Door pymt	\$935.00
30986	1119	JAMES R. LITTLE	12/28/2011	Mileage: Bladder tank purchase	\$12.21
30987	1120	KIRBY RISK CORPORATION	12/28/2011	Track Lighting Bulbs-DeM.	\$43.02
30988	1121	KOLORTECH, INC.	12/28/2011	Outdoor Bulbs, Fluorescent Tubes-DeM.	\$536.58
30989	1122	LINDA POORTENGA	12/28/2011	Mileage: B2B Meeting	\$54.39

Printed on Friday, December 23, 2011

Page 1 of 2

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30990	1123	MAGAZINE SUBSCRIPTION SE	12/28/2011	Love of Quilting Mag & Credit for Fresh Home-Wh.	\$4.95
30991	1124	MIDWEST TAPE	12/28/2011	DVDs	\$41.97
30992	1125	NANETTE SPEACHT	12/28/2011	Book- The Lying Game (replacement book-pd by patron)	\$10.21
30993	1126	OSBY WATER CONDITIONING	12/28/2011	Salt & Peroxide & Delivered 11/14 - Wh.	\$80.00
30994	1127	PRECISION GLASS, INC	12/28/2011	Remove Mirror in staff restroom-Rens, for mold restoration	\$35.00
30995	1128	RACHAEL CAVINDER	12/28/2011	Mileage: Sub for Rens Staff party	\$24.42
30996	1129	RECORDED BOOKS, LLC	12/28/2011	Audiobooks	\$37.80
30997	1130	ROEING CORP.	12/28/2011	1st Pymt - 2012 Contract	\$7,500.00
30998	1131	SCHOLASTIC	12/28/2011	Gift Books	\$131.44
30999	1132	SUE TOBIAS	12/28/2011	Mileage: Bank Deposits, Post Office, Staff Xmas-pick-up food, Walmart	\$14.49
31000	1133	SVT, LLC	12/28/2011	Cheese Tray;Chicken-Staff Xmas party	\$66.10
31001	1134	WAL-MART COMMUNITY/GEM	12/28/2011	Light Bulbs, Program expenses, Rens. Staff Party expenses	\$128.54
31002	1135	WORLD BOOK INC.	12/28/2011	World Book Ency	\$2,697.00
31003	1136	DEMOTTE CARPET, INC	12/28/2011	Re-tiling of Rens Library Foyer & Restrooms	\$8,825.00
131	1137	JASPER COUNTY PUBLIC LIBR	12/28/2011	Bank Transfer for re-tiling of Rens Library entry and restrooms	\$8,825.00

Total Amount of Claims \$154,575.59

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, December 23, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$154,575.59

Date this 28th day of December, 2011.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, December 12, 2011, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of November Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Library Policies (R 10)

General Business

Health Insurance 2012 (R 10)
2012 Salary Increase (R 10)
LIRF Transfers (R 10)
Election of Officers (R 10)
End of December Board Meeting (R 10)

Action
Action
Action
Action
Information

Director's Report (R 10-R 13)

Information

Items for Future Agendas

Public Forum

Adjournment

Resolution to Encumber Operating (100) Fund

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Operating Fund for items which have purchase orders having not yet been delivered and services which have yet to be met to further the projects of JASPER COUNTY PUBLIC LIBRARY during **2011**; Now, therefore be it resolved by the Library Board of the JASPER COUNTY PUBLIC LIBRARY, JASPER County, Indiana, that for the following appropriations hereby be encumbered from the **2011** budget for the Operating Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same:

<u>Contract/Purchase Order</u>	<u>Vendor's Name</u>	<u>Budget Line Item</u>	<u>Amount Encumbered</u>
P.O. #6638	Baker & Taylor	4.51	\$ 57.95
P.O. #6669	Baker & Taylor <i>Midwest Tape</i>	4.53	\$ 79.96
P.O. #6687	Baker & Taylor	4.51	\$ 349.63
P.O. #6688	Baker & Taylor	4.51	\$ 20.50
P.O. #6693	Gumdrop Books	4.51	\$ 19.95
P.O. #6695	Gumdrop Books	4.51	\$ 28.95
P.O. #6696	Baker & Taylor	4.51	\$ 147.66
P.O. #6706	Baker & Taylor	4.51	\$ 9.44
P.O. #6706	Baker & Taylor	4.53	\$ 21.45
P.O. #6707	A&E Entertainment	4.53	\$ 75.61
P.O. #6708	A&E Entertainment	4.53	\$ 27.00
P.O. #6709	Baker & Taylor	4.51	\$ 301.94
P.O. #6715	Baker & Taylor	4.51	\$ 502.63
P.O. #6716	Baker & Taylor	4.51	\$ 481.65
P.O. # 6716 <i>6717</i>	Baker & Taylor	4.53	\$ 27.44
P.O. # 6717	Baker & Taylor	4.51	\$ 38.15
P.O. #6721	Baker & Taylor	4.51	\$ 1200.77
TOTAL			\$ 3390.68

Presented to the JASPER COUNTY PUBLIC LIBRARY BOARD, read in full and adopted this **28th** Day of December, 2011, by the following aye and nay vote.

AYE

NAY

Janet Umblauf
Steph Miller
Natalee A. Waling
Deana L. George

ATTEST:

Janet Umblauf
 Secretary, Jasper County Public Library Board

December 28, 2011

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND (100)

	<u>Added Amount</u> <u>Appropriated</u>		<u>Amount</u> <u>Reduced</u>
1.13 Wages of Janitors	\$ 11,810.56	1.24 Employer's Contrib-Ins.	\$12,295.77
1.23 Employer Contrib.-PERF	\$ 485.21		
2.11 Official Records	\$ 166.99	2.12 Stationery & Printing	\$ 166.99
2.31 Building Materials & Supplies	\$ 2,615.82	2.41 Library Supplies	\$ 2,615.82
2.33 Repair Parts	\$ 1,259.88	2.13 Other Office Supplies	\$ 1,259.88
3.25 Freight	\$ 244.01	3.13 Legal Services	\$ 1,249.88
3.41 Official Bonds	\$ 106.12	3.26 Networking	\$ 34,179.05
3.52 Electricity	\$ 5,335.44		
3.54 Waste Disposal Services	\$ 382.22		
3.61 Building & Structure Repairs	\$ 28,843.61		
3.72 Equipment Rentals	\$ 446.56		
3.91 Dues	\$ 70.97		

TOTAL Added \$ 51,767.39

TOTAL Reduced \$51,767.39

LIBRARY IMPROVEMENT RESERVE FUND (130)

3.13 Legal Services	\$ 1,652.29	3.61 Building & Structures	\$ 2,587.29
4.4 Furniture & Equipment	\$ 935.00		

TOTAL Added \$ 2,587.29

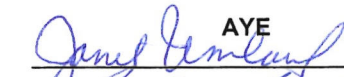
TOTAL Reduced \$ 2,587.29

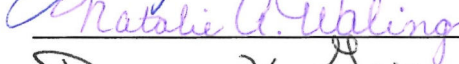
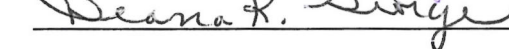
LIBRARY CAPITAL PROJECTS FUND (160)

	<u>Added Amount</u> <u>Appropriated</u>		<u>Amount</u> <u>Reduced</u>
3.98 Maintenance/Service Contracts	\$ 748.81	4.4 Furniture & Equipment	\$ 188.81
		4.53 Non-Printed Materials	\$ 560.00

TOTAL Added \$ 748.81

TOTAL Reduced \$ 748.81

AYE


NAY

ATTEST:


Secretary, Jasper Co. Public Library Board

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

November 14, 2011
Rensselaer Library

Present: Jody Melton, Timothy Schultz, Natalie Waling, Mari Anne Sayler, Janet Umlauf, Deana George, Patricia Stringfellow, Sue Tobias, Sheila Maxwell, Rebecca Amalong

Absent: Janelle Harper.

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the October Board Meeting Minutes, bills/financial reports, revisions to Circulation Policy and Materials Selection Policy as presented, and permission for four staff to attend PLA 2012 were approved on a motion by N. Waling and seconded by D. George. Motion passed.

Technical Services Librarian & Systems Administrator Annual Report: Rebecca Amalong & Sheila Maxwell presented their Annual Reports to the Board. They did an excellent job of outlining success stories and impacts that their departments made in the previous year. Rebecca reported that she attended a TLC Users Group meeting early in the year which improved her knowledge of TLC and led to improved service for staff and patrons. She and her staff have been looking at how they can improve department procedures to ensure that each public service department gets high interest materials in a timely manner and have been working on streamlining ordering procedures. A summer intern helped with cataloging which led to more items being available for patron access. We have added Blu-ray as a material type this year; so far we have added 63 Blu-rays, a material type requested by patrons. Sheila reported replacing 26 computers that were five years old. Old CRT monitors were replaced with LCD monitors which generate much less heat and consume less energy. They are also more people friendly as they produce less eye fatigue and less glare and offer better privacy. We replaced our web filter this year. The old filter was causing our network to slow to a crawl which was very aggravating for both staff and patrons. The new filter generates fewer false positives (sites that are blocked which do not need to be blocked). We worked with ENA to adjust our bandwidth rules so that our bandwidth works optimally for our needs. In answer to a patron request Sheila created a list of local Facebook pages which is housed on the library Facebook page. There is a list for each community DeMotte, Rensselaer, and Wheatfield, and we add to it regularly. We also purchased new barcode scanners which will scan library cards that patrons have input to their smart phones.

Health Insurance 2012: P. Stringfellow explained that this is the time of year when we receive health insurance rate information from our carrier for next year costs. The information we received showed a significant increase in cost. Rates went up 69% due to claim activity that exceeded premiums collected. Because of this significant rate increase we are seeking other quotes for traditional health insurance and HSAs. We have received some information and are sifting and sorting through it all. We will prepare this information and bring it to the Board at the December meeting for your consideration. Our agent assures us that a December decision allows plenty of time for eligible staff to sign up.

Board By-laws: Last month the Board proposed to amend the Board By-laws identifying the geographical boundaries of the library and making minor adjustments to the language in the Name and Organization sections. According to By-laws an amendment is proposed one month

and voted on the following month. J. Umlauf made a motion to amend the By-laws as presented at the October Board Meeting. N. Waling seconded the motion. All were in favor.

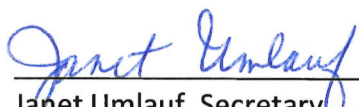
2012 Slate of Officers: J. Umlauf presented the nominees for the following 2012 offices: N. Waling, President; J. Melton, Vice-President; D. George, Treasurer; M. Sayler, Assistant Treasurer; and J. Umlauf, Secretary. The board will vote on the new slate at the December meeting.

Final Board Meeting of 2011: The year-end meeting to approve final bills, transfers and encumbrances for the year, will be held on Wednesday, Dec. 28th, at 9:00 AM with tentatively N. Waling, D. George, J. Umlauf, and J. Melton in attendance.

Director's Report: P. Stringfellow passed around a sample of the replacement tile that has been selected for the Rensselaer foyer and bathrooms. The tile is appropriate for commercial use, slip resistant, approved for outside purposes, and very durable. Tile is on order, and once it's in, it will take two weeks to install. After our October Board meeting K. Mahnesmith sent an email to P. Stringfellow regarding drainage plans for the Rensselaer Parking Lot project and that the City Engineer stated that H. Mohler needs to readjust his calculations and then everything would be fine with no need of an additional meeting. P. Stringfellow has received new plans in the mail from H. Mohler and has called to confirm that he has made the necessary adjustments. She is waiting on a call back. Andy Andree plans to begin work at the Rensselaer Library this week to correct drainage issues near the front door, repair curbs, and level off concrete pads where needed. We have not yet heard if we have been awarded grant monies for the automatic door project. If the grant does not come through we will still proceed with installation at the DeMotte Library yet this year. The Jasper Foundation did award us \$500 towards the purchase of security cameras for the Rensselaer Library.

Future Agendas: Health Insurance 2012

Adjournment: With no further matters for discussion, D. George moved to adjourn the meeting at 7:10 PM. J. Umlauf seconded the motion.


Janet Umlauf, Secretary


Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE
November 2011

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	14	0	0	14
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	20	1	0	21
Award Winning non-fiction (DAWNF)	2	0	0	2
Award Winner YAFIC (DAYAF)	6	0	0	6
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	40	3	0	43
Blu-Ray (DBR)	11	0	0	11
Books on CD (DBKCD)	193	10	3	206
Books on Tape (DBKT)	14	0	0	14
Compact Disc (DCD)	340	7	14	361
Digital Audiobooks (DDA)	6	0	0	6
DVD (DDVD)	1270	9	7	1286
Equipment (DEQP)	99	0	1	100
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	62	0	0	62
Fiction (DFIC)	774	35	29	838
Fiction Fantasy (DFICF)	13	5	2	20
Fiction Mystery (DFICM)	117	5	2	124
Fiction New (DFICNEW)	479	12	16	507
Fiction Science Fiction (DFICSF)	6	0	1	7
Fiction Western (DFICW)	33	0	0	33
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	91	4	1	96
Hanging Bags (DHANG)	22	0	0	22
ILL (DILL)	61	0	0	61
Internet (DINTER)	1163	0	0	1163
Juv. Audio book (DJAUSB)	29	0	0	29
Juv. Biography (DJBIO)	20	5	3	28
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	45	1	0	46
Juvenile Easy (DJE)	570	36	14	620
Juv. Easy Non-fiction (DJENF)	27	2	1	30
Juv. Easy Reader (DJER)	344	6	1	351
Juv. Fiction (DJFIC)	421	14	1	436
Juv. Holiday books (DJHOL)	142	5	0	147
Juv. Magazine (DJMAG)	22	0	0	22
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	377	26	13	416
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	135	1	0	136

Large Print Fiction (DLPF)	200	6	4	210
Large Print Nonfic (DLPNF)	5	1	1	7
Magazine (DMAG)	626	4	9	639
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	5	0	2	7
Nonfiction 100 (DNF100)	20	2	0	22
Nonfiction 200 (DNF200)	30	0	1	31
Nonfiction 300 (DNF300)	64	12	1	77
Nonfiction 400 (DNF400)	14	1	0	15
Nonfiction 500 (DNF500)	21	4	0	25
Nonfiction 600 (DNF600)	222	16	14	252
Nonfiction 700 (DNF700)	74	1	0	75
Nonfiction 800 (DNF800)	14	4	1	19
Nonfiction 900 (DNF900)	32	10	4	46
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	97	0	3	100
Nonfiction (DNFIC)	2	0	0	2
Nonfiction New (DNFNEW)	135	7	5	147
Nonfiction VHS (DNFVHS)	1	0	0	1
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	9	2	0	11
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	19	0	1	20
Software (DSWAR)	45	5	0	50
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	56	1	0	57
YA Audio book (DYAUDB)	12	1	0	13
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	154	10	3	167
YA Music CD (DYACD)	1	0	0	1
YA Nonfiction (DYANF)	12	0	1	13
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	9	0	0	9
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	36	0	39
Blu-Ray (RBR)	1	46	0	47
Books on CD (RBKCD)	1	163	2	166
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	9	308	6	323
Digital Audiobooks (RDA)	0	4	0	4
DVD (RDVD)	8	2485	13	2506
Equipment (REQP)	0	105	0	105
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	41	0	41
Fiction (RFIC)	14	649	12	675
Fiction New (RFICNEW)	20	402	13	435

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	108	16	124
Hanging Bag (RHANG)	0	24	0	24
ILL (RILL)	0	57	0	57
Internet (RINTER)	0	1868	0	1868
Juv. Audio book (RJAUDB)	0	25	0	25
Juv. Biography (RJBIO)	1	51	1	53
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	5	14	0	19
Juvenile Easy (RJE)	6	678	9	693
Juv. Easy Non-fiction (RJENF)	0	86	0	86
Juv. Easy Reader (RJER)	2	240	4	246
Juv. Fiction (RJFIC)	9	557	11	577
Juv. Magazine (RJMAG)	0	15	0	15
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	7	541	8	556
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	99	0	99
Large Print Fiction (RLPF)	15	217	2	234
Large Print Nonfic (RLPNF)	0	10	0	10
Magazine (RMAG)	5	367	7	379
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	3	10	0	13
Non-Fiction 100 (RNF100)	1	27	0	28
Non-Fiction 200 (RNF200)	0	30	2	32
Non-Fiction 300 (RNF300)	15	90	1	106
Non-Fiction 400 (RNF400)	1	12	2	15
Non-Fiction 500 (RNF500)	2	15	0	17
Non-Fiction 600 (RNF600)	18	236	7	261
Non-Fiction 700 (RNF700)	10	66	2	78
Non-Fiction 800 (RNF800)	0	23	1	24
Non-Fiction 900 (RNF900)	3	58	3	64
Nonfiction Blu-Ray (RNFBR)	0	0	0	0
Nonfiction DVD (RNFDVD)	1	144	4	149
Nonfiction (RNFIC)	0	0	1	1
Nonfiction new (RNFNEW)	14	246	10	270
Nonfiction VHS (RNFVHS)	0	17	0	17
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	7	2	9
Software (RSWAR)	1	41	0	42
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	3	0	3
YA Audio book (RYAUDB)	3	19	0	22
YA Biography (RYAB)	0	4	0	4

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	15	215	10	240
YA Music CD (RYACD)	1	101	5	107
YA Nonfiction (RYANF)	0	27	2	29
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	2	15	17
Blu-Ray (WBR)	0	0	1	1
Books on CD (WBKCD)	8	5	191	204
Books on Tape (WBKT)	0	1	4	5
Compact Disc (WCD)	13	16	284	313
Digital Audiobooks (WDA)	0	0	2	2
DVD (WDVD)	9	20	1684	1713
Equipment (WEQP)	0	0	27	27
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	35	35
Fiction (WFIC)	26	30	326	382
Fiction Fantasy (WFICF)	3	0	5	8
Fiction Mystery (WFICM)	5	6	78	89
Fiction New (WFICNEW)	26	14	328	368
Fiction Science Fiction (WFICSF)	0	0	5	5
Fiction Western (WFICW)	0	0	5	5
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	12	12
Hanging Bags (WHANG)	0	0	7	7
ILL (WILL)	0	0	39	39
Internet (WINTER)	0	0	845	845
Juv. Audio book (WJAUDB)	0	1	12	13
Juv. Biography (WJBIO)	0	2	13	15
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	1	0	1
Juv. Compact Disc (WJCD)	3	2	25	30
Juvenile Easy (WJE)	4	14	521	539
Juv. Easy Non-fiction (WJENF)	1	2	69	72
Juv. Easy Reader (WJER)	1	1	207	209
Juv. Fiction (WJFIC)	13	13	284	310
Juv. Magazine (WJMAG)	0	0	20	20
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	7	14	272	293
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	2	3	121	126
Large Print Fiction (WLPF)	28	7	108	143
Large Print Nonfic (WLPNF)	4	3	12	19
Magazine (WMAG)	11	0	299	310
Non-Fiction 000 (WNF000)	0	0	4	4
Non-Fiction 100 (WNF100)	1	4	19	24
Non-Fiction 200 (WNF200)	1	5	20	26
Non-Fiction 300 (WNF300)	4	5	36	45
Non-Fiction 400 (WNF400)	0	2	2	4

Non-Fiction 500 (WNF500)	3	0	6	9
Non-Fiction 600 (WNF600)	11	10	121	142
Non-Fiction 700 (WNF700)	2	2	57	61
Non-Fiction 800 (WNF800)	0	1	8	9
Non-Fiction 900 (WNF900)	4	2	18	24
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	1	5	85	91
Nonfiction (WNFIC)	0	3	1	4
Nonfiction New (WNFNEW)	9	8	81	98
Nonfiction VHS (WNFVHS)	0	0	1	1
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	5	5
Software (WSWAR)	1	3	22	26
Vertical File (WVF)	0	0	2	2
VHS (WVHS)	1	1	98	100
YA Audio book (WYAUDB)	1	1	2	4
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	1	0	7	8
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	12	30	165	207
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	3	14	17
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	9257	11105	6948	27310

CIRCULATION BY HOLDINGS CODE
November 2011

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	14	0	0	14
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	20	1	0	21
Award Winning non-fiction (AWNFI)	2	0	0	2
Award Winner YAFIC (AYAF)	6	0	0	6
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	43	41	15	99
Blu-Ray (BR)	0	0	0	0
Books on CD (BKCD)	202	178	196	576
Books on Tape (BKT)	14	1	4	19
Compact Disc (CD)	362	331	304	997
Digital Audiobooks (DA)	6	4	2	12
DVD (DVD)	1287	2514	1704	5505
Equipment (EQP)	99	105	28	232
See librarian (ERR)	0	0	0	0

Express Book (EXP)	62	41	35	138
Fiction (FIC)	814	714	367	1895
Fiction Fantasy (FICF)	16	5	7	28
Fiction Mystery (FICM)	122	11	80	213
Fiction New (FICNEW)	525	428	357	1310
Fiction Science Fiction (FICSF)	6	0	6	12
Fiction Western (FICW)	33	0	5	38
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	91	112	29	232
Hanging Bags (HANG)	22	24	7	53
ILL (ILL)	61	57	39	157
Internet (INTR)	1163	1868	845	3876
Juv. Audio book (JAUDB)	29	26	12	67
Juv. Biography (JBIO)	21	58	17	96
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	1	0	1
Juv. Compact Disc (JCD)	53	17	25	95
Juvenile Easy (JE)	580	728	544	1852
Juv. Easy Non-Fiction (JENF)	28	90	70	188
Juv. Easy Reader (JER)	347	247	212	806
Juv. Fiction (JFIC)	443	584	296	1323
Juv. Holiday (JHOL)	142	5	0	147
Juv. Magazine (JMAG)	22	15	20	57
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	391	581	293	1265
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	1	1
Juv. Toddler (JTOD)	137	103	121	361
Large Print Fiction (LPF)	243	230	114	587
Large Print Nonfic (LPNF)	9	14	13	36
Magazine (MAG)	642	371	315	1328
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	8	10	6	24
Non-Fiction 100 (NF100)	22	33	19	74
Non-Fiction 200 (NF200)	31	35	23	89
Non-Fiction 300 (NF300)	83	107	38	228
Non-Fiction 400 (NF400)	15	15	4	34
Non-Fiction 500 (NF500)	26	19	6	51
Non-Fiction 600 (NF600)	251	262	142	655
Non-Fiction 700 (NF700)	86	69	59	214
Non-Fiction 800 (NF800)	14	28	10	52
Non-Fiction 900 (NF900)	39	70	25	134
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	99	149	92	340
Nonfiction (NFIC)	2	3	2	7
Nonfiction New (NFNEW)	158	261	96	515
Nonfiction VHS (NFVH)	1	17	1	19
Oversize (OVER)	0	1	0	1
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	9	2	0	11

Reference (REF)	45	52	48	145
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	19	7	8	34
Software (SWAR)	47	49	22	118
Vertical File (VF)	0	1	2	3
VHS	57	5	98	160
YA Audio book (YAUDB)	16	21	2	39
YA Biography (YAB)	0	4	1	5
YA Books on CD (YABKCD)	1	0	7	8
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	181	255	178	614
YA Music CD (YACD)	2	101	5	108
YA Nonfiction (YANF)	12	30	17	59
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	9	0	1	10
				0
Free reads	358	372	243	973
Games/Puzzles	4	14	0	18
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	9652	11497	7238	28387

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2188	1801	1215	5204
Nonfiction	912	1084	553	2549
CHILDREN'S BOOKS				
Fiction	1541	1663	1173	4377
Nonfiction	593	736	381	1710
YA BOOKS				
Fiction	278	367	207	852
Nonfiction	12	34	18	64
Magazines, Adult	642	371	315	1328
Magazines, Children	22	15	20	57
Sound Recordings, adult	601	535	515	1651
Sound Recordings, ch	106	169	49	324
Online databases	0	0	0	0
Software	47	49	22	118
Vertical file	0	1	2	3
VHS/DVD/Blu-Ray	1444	2685	1895	6024
Equipment	99	105	28	232
Total	8485	9615	6393	24493
A-V Circulation	2198	3438	2481	8117
A-V Circulation as % of total	25.9%	35.8%	38.8%	33.1%

November 2011[illegible]

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	73,853	63,572	48,224
Circulation Increase/Decrease	-8.8%	-4.7%	-7.6%
XX			
MONTHLY SYSTEM STATISTICS	2010	2011	% change
Current month's Circulation	26,315	24,493	-6.9%
Jan. to date circulation	311,078	283,706	-8.8%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
20,729	20,886	11,885	11,970	12,787	12,894
18,969	19,044	20,119	19,890	9,963	9,999
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
14,019	14,059	11,832	11,867	10,025	10,084
9,202	9,209	6,444	6,461	5,539	5,551
					Fiction
					Nonfiction
					YA BOOKS
2,034	2,076	2,566	2,583	2,025	2,042
506	509	691	694	102	103
					Fiction
					Nonfiction
				0	0
					Magazines,Adult
				0	0
					Magazines, Child
0	0	20	20	0	0
					Games, Toys
3,099	3,107	3,552	3,558	3,457	3,463
					Sound Rec/Adult
705	706	388	388	719	720
					Sound Rec/Child
19	19	29	29	7	7
					Online Databases
381	379	357	357	180	180
					Software
2	2	0	0	4	4
					Vertical Files
3,694	3,739	5,524	5,613	3,089	3,120
					VHS/DVD
118	118	142	142	57	57
					Equipment
73,477	73,853	63,549	63,572	47,954	48,224
					TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

November 2011

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	219	47	162	35	282	61	663	144
LOCAL HISTORY								
In person	2	1	11	3	1	0	14	4
Letters written	0	0	11	11	0	0	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1163	48	1868	78	845	35	3876	162
Computer software used	192	16	118	10	145	12	455	38
VCR Use	0	0	0	0	3	0	3	0
Microforms	0	0	10	1	0	0	10	1
CD ROM/Online databases	192	16	204	17	138	12	534	45
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	1	0	4	1	0	0	5	2
OTHER LIBRARY SERVICES USED								
Outreach activities	30	30	5	3	0	0	35	23
Notarized documents	3	1	5	1	6	2	14	4
Meeting Room Use (no. of group	33	11	56	19	30	10	119	40
Study room use	18	2	27	2	40	3	85	7
Proctoring	1	1	0	0	0	0	1	1
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							10	
IN-HOUSE USE ITEMS	95		399		156		650	
WIRELESS USE via patron owned pcs	359		386		197		942	
SELF-CHECKOUT USE	211		771		473		1455	
INTERLIBRARY LOANS								
Requests made for:	43	11	52	13	51	13	146	37
Items rec'd for:	45	23	52	26	48	24	145	73
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8751	8891	5064	22706
Non-resident, paying	1	5	0	6
PLAC card users	0	4	0	4
Reciprocal borrowers	430	469	102	1001
Number of New Patrons Added	28	27	51	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	1	6	0	0	1	6
Children's Programs (0-13)	10	60	18	108	8	48	36	216
Number attending	122		165		217		504	
YA Programs (14-17)	0	0	2	12	0	0	2	12
Number attending	9		23		2		34	
Adult Programs	1	6	4	24	1	6	6	36
Number attending	71		80		60		211	
Senior Citizen Programs	12	72	5	30	3	18	20	120
Number attending	94		66		42		202	
Total Number of Programs	23	138	30	180	12	72	65	390
Total Persons Attending	296		334		321		951	
Total Attending Same Month Last ' 	297		337		214		848	
Total Staff Hours Spent		344		401		244	989	979
Total Number of In-House Program	16		26		8		50	
Total Attendance	183		241		137		561	
Total Number of Outreach Program	7		4		4		15	
Total Attendance	113		93		184		390	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6107	72.2%	6192	64.3%	4396	69.3%	16695	68.4%
Corporate	2	0.0%	62	0.6%	0	0.0%	64	0.3%
Juvenile 0-11	120	1.4%	434	4.5%	84	1.3%	638	2.6%
Juvenile-AV	1096	13.0%	1279	13.3%	924	14.6%	3299	13.5%
Nonresident No Fee	44	0.5%	56	0.6%	29	0.5%	129	0.5%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	276	3.3%	370	3.8%	93	1.5%	739	3.0%
Reciprocal Juvenile	0	0.0%	14	0.1%	0	0.0%	14	0.1%
Reciprocal Juvenile AV	55	0.7%	40	0.4%	15	0.2%	110	0.5%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	2	0.0%	2	0.0%
School	0	0.0%	9	0.1%	0	0.0%	9	0.0%
School AV	0	0.0%	7	0.1%	0	0.0%	7	0.0%
St. Joseph College	0	0.0%	16	0.2%	2	0.0%	18	0.1%
Staff	470	5.6%	721	7.5%	465	7.3%	1656	6.8%
Walking books	28	0.3%	74	0.8%	0	0.0%	102	0.4%
YA 12-17	24	0.3%	72	0.7%	13	0.2%	109	3.4%
YA-AV	234	2.8%	277	2.9%	323	5.1%	834	3.4%
Total	8456		9623		6346		24425	
 All items borrowed by nonresidents	 375	 4.4%	 512	 5.3%	 141	 2.2%	 1028	 4.2%

**Salary Ordinance 2011
Updated 12/12/11**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
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Jean Lambert	Janitor		12/12/11	20	D
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Jean Lambert was working 10 hours per week as a janitor for the DeMotte Library. Ginger Vis retired in November which opened up a 20 hour per week janitor position at the DeMotte Library. Jean applied for this position and was awarded this position. Her hourly wage for her janitor position remains the same.

We have examined and approved the changes to the 2011 Jasper County Public Library Salary Ordinance. Dated 12/12/11.

<u>Deanna K. George</u>	<u>Janet Umbauf</u>
<u>Mari Anne Sayler</u>	<u>Timothy M. Schultz</u>
<u>Nanette L. Harper</u>	<u>_____</u>
<u>Jody Melton</u>	

JCPL FINANCIAL STATEMENT

November 30, 2011

	<u>Beginning 2011 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$658,796.81	\$164,606.48	\$1,766,294.88	\$213,149.40	\$1,396,910.95	\$289,412.88
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00	\$50.00
Gift Fund	\$6,786.28	\$1,155.18	\$13,297.94	\$990.00	\$15,650.41	\$9,138.75
DeMotte	\$1,694.92	\$907.96	\$4,511.05	\$100.00	\$4,586.49	\$1,770.36
Rensselaer	\$3,898.84	\$83.02	\$6,988.26	\$790.00	\$8,484.25	\$5,394.83
Wheatfield	\$1,192.52	\$164.20	\$1,798.63	\$100.00	\$2,579.67	\$1,973.56
Library Improvement Reserve Fund	\$215,110.13	\$0.00	\$4,457.29	\$68.38	\$944.14	\$211,596.98
Bond & Interest Redemption Fund	\$179,021.25	\$0.00	\$316,753.75	\$55,210.47	\$402,341.71	\$264,609.21
Includes \$172,284.58 transfer from Constr.						
Rainy Day Fund	\$303,858.32	\$0.00	\$2,436.49	\$0.00	\$0.00	\$301,421.83
Includes Investments of: \$250,000.00						
State Technology Fund Grant Fund	\$9,655.00	\$805.00	\$9,655.00	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$1,006,019.73	\$1,551.13	\$19,578.96	\$41,723.07	\$184,401.08	\$1,170,841.85
Includes Investments of: \$1,000,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
/ Excess Fund	\$89,451.93	\$0.00	\$0.00	\$0.00	\$0.00	\$89,451.93
Sales Tax	\$20.81	\$0.00	\$20.41	\$14.58	\$36.97	\$37.37
Construction Fund	\$178,638.84	\$0.00	\$179,134.58	\$0.00	\$495.74	\$0.00
Includes \$172,284.58 transfer to BIRF						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$60.00	\$150.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,432.31	\$90,972.40	\$8,432.31	\$90,972.40	\$0.00
FICA Tax Collected	\$0.00	\$5,197.23	\$55,628.86	\$5,197.23	\$55,628.86	\$0.00
State Tax Collected	\$3,431.56	\$3,343.37	\$37,026.04	\$3,453.68	\$37,048.11	\$3,453.63
County Tax Collected	\$2,416.10	\$2,449.70	\$27,185.81	\$2,548.75	\$27,318.51	\$2,548.80
Deferred Comp.	\$0.00	\$2,650.00	\$28,480.00	\$2,650.00	\$28,480.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,032.07	\$33,352.59	\$3,032.07	\$33,352.65	\$0.06
Employee Life Insur.	\$0.00	\$135.16	\$1,496.76	\$135.16	\$1,496.76	\$0.00
Employee P.E.R.F.	\$6,609.66	\$0.00	\$27,372.71	\$2,317.58	\$25,360.45	\$4,597.40
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,660,076.42	\$193,357.63	\$2,613,194.47	\$338,922.68	\$2,300,548.74	\$2,347,430.69

Bank Balances
Jasper County Public Library
Report as of: 11/30/2011

<i>Bank</i>		
1	Alliance Bank	\$875,388.82
2	Demotte State Bank	\$6,655.59
3	Alliance Bank-LIRF Acct	\$211,596.98
4	PNC Bank	\$3,519.30
5	Cash On Hand	\$270.00
6	Alliance Bank-Construction Ckg.	\$0.00
7	Rensselaer Bnkg Ctr CD#400042127/400042839	\$500,000.00
8	Rensselaer Banking Ctr CD#400042716	\$750,000.00
10		
11		

Total all banks = \$2,347,430.69

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for

100 OPERATING FUND

Jasper County Public Library

Report Date: From 11/1/2011 To 11/30/2011

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$57,866.00	\$0.00	\$57,866.00	\$4,822.14	\$52,995.87	\$4,870.13	91.6
1.12 SALARY OF ASSISTANTS	\$1,010,295.00	\$0.00	\$1,010,295.00	\$83,619.48	\$904,278.08	\$106,016.92	89.5
1.13 WAGES OF JANITORS	\$54,774.00	\$0.00	\$54,774.00	\$6,578.11	\$60,669.00	(\$5,895.00)	110.8
1.21 EMPLOYER'S SHARE-FICA	\$85,905.00	\$0.00	\$85,905.00	\$7,037.02	\$75,320.81	\$10,584.19	87.7
1.22 UNEMPLOYMENT COMPENSATION	\$4,658.00	\$0.00	\$4,658.00	\$0.00	\$2,589.54	\$2,068.46	55.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$71,267.00	\$0.00	\$71,267.00	\$0.00	\$71,752.21	(\$485.21)	100.7
1.24 EMPLOYER'S CONTRIB.- INS.	\$100,029.00	\$0.00	\$100,029.00	\$6,653.93	\$73,179.81	\$26,849.19	73.2
Subtotal	\$1,384,794.00		\$1,384,794.00	\$108,710.68	\$1,240,785.32	\$144,008.68	89.6
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$325.00	\$0.00	\$325.00	\$0.00	\$491.99	(\$166.99)	151.4
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$7,500.00	\$59.77	\$7,559.77	\$494.97	\$5,438.17	\$2,121.60	71.9
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$872.40	\$4,871.61	\$1,128.39	81.2
2.23 OTHER OPERATING SUPPLIES	\$6,200.00	\$0.29	\$6,200.29	\$280.12	\$4,426.99	\$1,773.30	71.4
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$784.67	\$3,250.31	(\$2,250.31)	325.0
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$30.58	\$96.32	\$103.68	48.2
2.33 REPAIR PARTS	\$700.00	\$0.00	\$700.00	\$11.28	\$1,647.83	(\$947.83)	235.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$13,400.00	\$0.00	\$13,400.00	\$1,071.55	\$8,855.42	\$4,544.58	66.1
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$121.00	\$79.00	60.5
Subtotal	\$35,825.00	\$60.06	\$35,885.06	\$3,545.57	\$29,199.64	\$6,685.42	81.4
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$102.00	\$4,898.00	2.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,065.00	\$0.00	\$5,065.00	\$100.00	\$3,387.63	\$1,677.37	66.9
3.21 TELEPHONE	\$4,000.00	\$0.00	\$4,000.00	\$342.64	\$3,340.77	\$659.23	83.5
3.22 POSTAGE	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$2,423.39	\$1,576.61	60.6
3.23 MILEAGE	\$22,000.00	\$0.00	\$22,000.00	\$1,852.65	\$14,925.93	\$7,074.07	67.8
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$30.00	\$8,030.00	\$935.53	\$5,513.17	\$2,516.83	68.7
3.25 FREIGHT	\$1,500.00	\$0.00	\$1,500.00	\$125.51	\$1,449.66	\$50.34	96.6
3.26 NETWORKING	\$35,400.00	\$0.00	\$35,400.00	\$80.00	\$80.00	\$35,320.00	0.2
3.31 ADVERTISING & PUBLIC NOTICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$331.23	\$668.77	33.1
3.33 MARKETING ADVERTISING	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	100.0
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$0.00	\$256.12	(\$106.12)	170.7
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$21,012.00	\$4,988.00	80.8
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$1,638.89	\$19,185.72	\$30,814.28	38.4
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$6,585.99	\$69,105.50	\$894.50	98.7
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$128.30	\$1,183.50	\$816.50	59.2
3.54 WASTE DISPOSAL SERVICES	\$5,100.00	\$0.00	\$5,100.00	\$408.30	\$5,026.82	\$73.18	98.6
3.61 BUILDING & STRUCTURES	\$47,320.00	\$599.75	\$47,919.75	\$4,162.98	\$68,373.86	(\$20,454.11)	142.7
3.62 EQUIPMENT REPAIRS	\$1,200.00	\$0.00	\$1,200.00	\$130.00	\$403.75	\$796.25	33.6
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$356.11	\$686.61	(\$436.61)	274.6

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.91 DUES	\$2,220.00	\$0.00	\$2,220.00	\$0.00	\$2,266.97	(\$46.97)	102.1
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.58	\$325.58	\$0.00	\$0.59	\$324.99	0.2
3.94 TRANSFER TO LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$125.00	\$342.99	\$467.99	\$78.99	\$362.39	\$105.60	77.4
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$91,563.00	\$0.00	\$91,563.00	\$5,315.00	\$69,740.82	\$21,822.18	76.2
Subtotal	\$433,338.00	\$973.32	\$434,311.32	\$22,240.89	\$290,158.43	\$144,152.89	66.8
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$11,625.00	\$0.00	\$11,625.00	\$1,741.12	\$6,766.24	\$4,858.76	58.2
4.51 BOOKS	\$147,000.00	\$0.00	\$147,000.00	\$14,054.71	\$117,952.70	\$29,047.30	80.2
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$5,555.01	\$20,691.15	\$1,308.85	94.1
4.53 NONPRINTED MATERIALS	\$78,500.00	\$181.80	\$78,681.80	\$8,758.50	\$60,681.40	\$18,000.40	77.1
Subtotal	\$259,125.00	\$181.80	\$259,306.80	\$30,109.34	\$206,091.49	\$53,215.31	79.5
Grand Total	\$2,113,082.00	\$1,215.18	\$2,114,297.18	\$164,606.48	\$1,766,234.88	\$348,062.30	83.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
4/11/2011	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$3.70	Reimbursed for Office supply purchase, Quill A/P #282, A/R #165
6/13/2011	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$56.07	Reimburse Lib for employee purchase, A/P#485, A/R #287
8/8/2011	100 OPERATING FUND	2.23 OTHER OPERATING SUPPLIES	\$0.29	Reimbursed for water -A/R #395, A/P #634
5/23/2011	100 OPERATING FUND	3.24 PROFESSIONAL MEETINGS	\$30.00	Partial Refund on Cancelled Mtg. Reservation-A/P #256 & A/R #250
7/25/2011	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$505.89	Ins. Claim Reimbursement for Tree Damages @ DeM. Lib, A/P #602-Wiseman Tree Service
8/26/2011	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$93.86	Refunded overcharge on Ins Claim on A/P #627 (A/R 459)
4/11/2011	100 OPERATING FUND	3.93 TAXES & ASSESSMENTS	\$0.58	Reimbursed for Sales Tax charged - A/P#289-SVT
2/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Refund on Lost Bk Pd & Found - A/P#102 (Sirk)-1/15/11
3/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.99	Refund on Lost Bk Pd & Found - A/P#184 (Forbes)-2/7/11
3/26/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	Refund on Lost Bk Pd & Found - A/P#3123, 3/26/11
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Refund on Lost Bk Pd & Found - A/P#286, 3/9/11(Streveler)
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	refund on Lost Bk Pd & Found - A/P#268, 3/17/11(Fitzpatrick)
4/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	refund on Lost Bk Pd & Found - A/P#248, 3/12/11 (Vandeermolen)
5/9/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.95	refund on Lost Bk Pd & Found - A/P#400 3/7/11
5/9/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	refund on Lost Bk Pd & Found - A/P#379, 3/9/11
6/13/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$22.95	refund on Lost Bk Pd & Found - A/P#470, 3/29/11
7/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$11.97	Refund on Lost Bk Pd & Found - A/P#571
7/11/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.20	Refund on Lost Bk Pd & Found - A/P#542
8/8/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.50	ILL Lost Bk - A/P #661, E. Jordan reimbursed 7/14/11
8/8/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.50	Refund on Lost Bk Pd & Found - A/P#640, 7/19/11.
8/8/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$6.99	Refund onLost Pd Bk found - A/P 663, A/R of 7/23/11
9/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$3.90	Refund on Lost Bk Pd 8/1/11& Found - A/P#763
9/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.75	Refund on Lost Bk Pd 8/15/11& Found - A/P#750
9/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.50	Refund on Lost Bk Pd 6/22/11 & Found - A/P#764
9/12/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Refund on Lost Bk Pd 2/26/11& Found - A/P#768
10/10/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$29.95	Refund on Lost Bk Pd 9/17/11& Found - A/P#823
10/10/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Refund on Lost Bk Pd 8/16/11& Found - A/P#828

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
11/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$39.99	Refund on Lost Bk Pd 3/17/11& Found - A/P#956
11/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.00	Rrefund on Lost Bk Pd 10/4/11 & Found - A/P#951
11/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.00	Refund on Lost Bk Pd 9/19/11 & Found - A/P#955
11/14/2011	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Refund on Lost Bk Pd 10/3/11 & Found - A/P#912
1/3/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$149.90	Encumbered per Board Mtg Approval, 12/29/10
8/8/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$24.95	A. Pavloff reimbursed for damaged tape (A/R #374), A/P #658
11/14/2011	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$6.95	Patron paid for item 8/12/11, A/P #973

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$1,215.18

Voucher List**Jasper County Public Library****Report Date: From 11/1/2011 To 11/30/2011**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	897	GREAT-WEST RETIREMENT S	11/10/2011	Annuity Withheld from 10 NOV 11 Payroll (Conf #	\$1,325.00
0	898	INDIANA DEPARTMENT OF RE	11/18/2011	EFT-State & County Taxes w/held Oct 2011 Payrolls, Ref #84139	\$5,793.07
0	899	IRS USA TAXPAYMENT	11/14/2011	EFT-FICA & Federal Taxes w/held 10 November 11, Ref #50090949	\$10,151.01
0	900	JOSEPH ZELLON	11/14/2011	Courier Mileage: 10/16-10-31(Conf #3BKBPMV)	\$366.30
0	901	NIPSCO	11/10/2011	DeMotte Utilities Confirm #NB8BNMQM (Estimate Gas, Street Light)	\$451.77
0	902	TOWN OF DEMOTTE	11/10/2011	Sewer Services - DeM. Lib, Nov 2011 (Online Banking Conf #IBIBXM3P)	\$69.80
0	903	PAYROLL	11/10/2011	PAYROLL	\$46,650.65
30799	904	AARON'S LAWN CARE	11/14/2011	Lawn Mowingand Edging, DeM & Rens. Mowing, Edging, Weed Pulling and Laying Mulch - Oct 2011	\$1,520.00
30800	905	ACE HARDWARE	11/14/2011	Drywall, Primer, Sealer, Paint, etc.-DeM Library , Post mold-remediation repairs	\$72.73
0	906	ALLIANCE BANK	11/14/2011	Direct Deposit Fees-Oct 2011	\$37.10
30801	907	ALLIED WASTE SERVICES #71	11/14/2011	Trash pick-up, Wheatfield - Nov 2011	\$53.90
30802	908	AMERICLEAN	11/14/2011	Mold Removal @ DeM in Kitchen & Indiana Room, Clean Ceramic Tile @ Wh., Mold Cleanup @ Rens	\$2,633.14
30803	909	ANGELA BARTON	11/14/2011	Staff Christmas Party Expenses, Mileage	\$75.96
30804	910	ANTHEM BLUE CROSS BLUE S	11/14/2011	Health Ins Premium- November 2011	\$9,307.62
30805	911	ANTHEM LIFE	11/14/2011	Life Ins. Premium - November 2011	\$103.14
30806	912	AYDEN RANDOLPH	11/14/2011	Reimbursement for returned book	\$15.00
30807	913	BAKER & TAYLOR	11/14/2011	Books, Continuations, AV, Auto. Yours	\$12,214.35
30808	914	BAKER & TAYLOR ENTERTAIN	11/14/2011	DVDs	\$100.24
30809	915	BETH REASONER	11/14/2011	Craft Project and Storytime Expenses	\$69.62
30810	916	BLUETARP FINANCIAL, INC	11/14/2011	Post-mold remediation repairs @ DeMotte Lib - Staff Lounge & IN Room	\$90.16
30811	917	CAPITAL ONE BANK (USA), NA	11/14/2011	Retirement Party Expenses, CDs, DVDs, AV Shopping Expenses, Kids Supplies, Books, B2B Expenses, Online Survey, Mgmt Mtg Expenses, SHRM mtg	\$3,740.00
30812	918	CARDINAL OFFICE PRODUCT	11/14/2011	DeM. Workroom Copier Qtly Mtnc Contract	\$301.28
30813	919	CDW GOVERNMENT, INC	11/14/2011	Camera, camera battery and two printers	\$682.15
30814	920	CENTURYLINK	11/14/2011	Local calls, October 2011-Rens. Lib	\$117.99
30815	921	CHICAGO TRIBUNE	11/14/2011	Subscription, 11/09/11-5/9/12 Daily-Whtfld	\$195.00
30816	922	COMMUNITY MEDIA GROUP, I	11/14/2011	Renewal of KV Post 11/28/11-11/28/12-DeM.	\$52.00
30817	923	CULLIGAN OF KOUTS	11/14/2011	October Water and Cooler Rental-Wh. Lib	\$56.75
30818	924	DEERWOOD GROUP LLC	11/14/2011	Cabinets in Business Office	\$482.50
30819	925	DEMCO	11/14/2011	YA Stools & Table, Paper rack-DeM	\$978.81
30820	926	DEMOTTE DECORATIVE STON	11/14/2011	Mulch-Wh. Lib.	\$555.00
30821	927	DIANE OPOLSKI	11/14/2011	Books	\$16.47
30822	928	DONNA BARKO	11/14/2011	Mileage: Earth Day Program, ILL Packages	\$25.64
30823	929	DUCKWALL-ALCO STORES, IN	11/14/2011	Staff Recognition & DeM Children Program expenses	\$6.98
30824	930	EBSCO Accounts Receivable	11/14/2011	Novelist - Online Reader's Advisory	\$2,400.00
30825	931	EMILY DURAN	11/14/2011	Mileage: RA Wksp	\$24.42
30826	932	ENA SERVICES LLC	11/14/2011	Internet Access	\$885.00
30827	933	FASE'S WATER TREATMENT &	11/14/2011	Redout - DeM. Lib	\$171.50
30828	934	FLEX-PAC INC	11/14/2011	Trash Liners, Facial Tissue	\$186.57
30829	935	GALE	11/14/2011	Books	\$1,533.77
30830	936	HISTORY EDUCATION	11/14/2011	DVDs	\$311.52
30831	937	INDIANA DEPARTMENT OF HO	11/14/2011	Book	\$23.60

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30832	938	INTEGRITY SOFTWARE, INC	11/14/2011	Maintenance Renewal for Windows	\$868.98
30833	939	INTELLIGENT CLEANING SYST	11/14/2011	Toilet paper, Paper Towels, Multi-Fold Towels	\$541.98
30834	940	JAMES R. LITTLE	11/14/2011	Wire connectors for Ballasts	\$5.19
30835	941	JAMIE JONES	11/14/2011	Mileage: Walking Books	\$24.42
30836	942	JASPER COUNTY HOSPITAL	11/14/2011	Bi-Monthly Water testing (Coliform)-DeM Lib	\$20.00
30837	943	JASPER CO. VETERANS COU	11/14/2011	Indiana State Flag	\$24.00
30838	944	K.V.ELECTRIC CORP.	11/14/2011	Replace Bulbs in 3 outside fixtures	\$95.00
30839	945	KAPCO	11/14/2011	Book RepairTapes & Materials, adhesive	\$190.48
30840	946	KAREN L. SLAGER	11/14/2011	Ghost Stories Program	\$80.00
30841	947	KIM DELGER	11/14/2011	BH&G Kitchen & Bath Magazines, 1 yr.	\$35.34
30842	948	KOLORTECH, INC.	11/14/2011	3 Flourescent Lights	\$75.00
30843	949	KONE, INC.	11/14/2011	Qtly Elevator Maintenance Agreement	\$360.00
30844	950	LANDMARK AUDIOBOOKS	11/14/2011	Audiobooks	\$1,002.46
30845	951	LEONA BOEZEMAN	11/14/2011	Reimbursement for a returned book	\$10.00
30846	952	LINDA POORTENGA	11/14/2011	Mileage: Mgmt Mtg, B2B, Library Council	\$85.47
30847	953	LINDA THOMPSON	11/14/2011	Books	\$43.82
30848	954	MAGAZINE SUBSCRIPTION SE	11/14/2011	Magazine Subscriptions, Jan- May 2012 renewals	\$4,370.30
30849	955	MARIANNE NELSON	11/14/2011	Reimbursement for returned book	\$14.00
30850	956	MARY LUNDE	11/14/2011	Reimbursement for returned CD	\$39.99
30851	957	MELISSA GOODWIN	11/14/2011	Mission Statement - R & D; Wall Decorations	\$599.05
30852	958	MIDAMERICA BOOKS	11/14/2011	Books	\$869.70
30853	959	MIDWEST TAPE	11/14/2011	DVDs	\$137.91
30854	960	NANETTE SPEACHT	11/14/2011	DVDs	\$97.94
30855	961	NETWISE RESOURCES LLC	11/14/2011	Qrtly Maintenance on Rens. Workroom Copier	\$423.93
30856	962	NIPSCO	11/14/2011	Wheatfield Utilities, 10/3-11/01/11	\$1,808.09
30857	963	NORTHWESTERN INDIANA TE	11/14/2011	DeMotte Telephones, November service	\$171.80
30858	964	OFFICE DEPOT	11/14/2011	Cartridges, Ink	\$133.26
30859	965	ORIENTAL TRADING CO., INC	11/14/2011	Children's Supplies	\$35.98
30860	966	OSBY WATER CONDITIONING	11/14/2011	Softener Repairs & Chemicals-Wh. Lib	\$125.00
30861	967	OVERDRIVE	11/14/2011	One time participation fee for downloading books	\$1,000.00
30862	968	PATTY STRINGFELLOW	11/14/2011	Budget Wksp Expenses and Mileage: Branch Visit, Mtg with Brenda	\$62.84
30863	969	PRECISION CONTROL SYSTE	11/14/2011	Qrtly Maintenance	\$1,845.00
30864	970	PROQUEST LLC	11/14/2011	Microfilm for KV Post 1/1/10-12/31/10	\$294.93
30865	971	QUILL CORPORATION	11/14/2011	Tape, Pop Up Notes, Pressboard, Calendars, Sticky Notes	\$321.02
30866	972	REBECCA AMALONG	11/14/2011	Mileage: Mgmt Mtg	\$24.20
30867	973	RECORDED BOOKS, LLC	11/14/2011	CD	\$6.98
30868	974	S & S WORLDWIDE, INC	11/14/2011	Children's Supplies	\$84.38
30869	975	SHEILA MAXWELL	11/14/2011	IL expenses, Parking, Transportation to Airport, Airfare	\$1,464.35
30870	976	SUE TOBIAS	11/14/2011	Mileage: Bank, Post Office, SHRM Mtg	\$96.18
30871	977	THE LIBRARY CORPORATION	11/14/2011	Lib Software License Support, 2012	\$1,762.00
30872	978	TODD W. LUKE	11/14/2011	Downspout, drywall mud, Mold repair	\$43.82
30873	979	UNIQUE MANAGEMENT SERVI	11/14/2011	Collections- Initial and Secondary Placements, September & October 2011	\$585.69
30874	980	UPSTART	11/14/2011	Book Marks	\$86.65
30875	981	VISION SERVICE PLAN- (IN)	11/14/2011	Vision Premium-Nov 2011	\$200.92
30876	982	WALL STREET JOURNAL	11/14/2011	2 yr. Subscriptions Rens. Lib.	\$647.38
30877	983	WAL-MART COMMUNITY/GEM	11/14/2011	Fan,Sandhill Crane Expenses, Index Card Rings, Cleaning Supplies, Teen Movie Program, Children's Halloween Program, Book Buddy Program, DVDs, Batteries, Tape	\$923.98
30878	984	WASTE MANAGEMENT	11/14/2011	Nov. Trash Pick-up - DeMotte Lib	\$10.50
30879	985	WORLD BOOK INC.	11/14/2011	Books	\$124.00
30880	986	YVONNE DEL VECCHIO	11/14/2011	Mileage: Walking Books	\$41.96
30881	987	ZIESE PLUMBING, HEATING, &	11/14/2011	Plumbing Services: Repair diaphragm and flush valve on urinal	\$134.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30882	988	BIERMA HARDWARE, INC.	11/14/2011	Flea Powder, Light Bulbs, Toggle for toilet, Cleaner	\$93.78
30883	989	RENSSELAER CHAMBER OF C	11/14/2011	Chamber Mtg Expenses	\$24.00
30884	990	SVT, LLC	11/14/2011	Children's Supplies for Halloween Crafts, Third Thursday Program	\$51.59
30885	991	IBT VIDEO SYSTEMS, INC.	11/14/2011	Service on Video Security system @ DeM. (gaps in data - mask removed on screen)-Sep	\$130.00
0	992	TOWN OF WHEATFIELD SEW	11/10/2011	Sewer Services - Wh. Nov 2011(ONLINE BANKING #EBQB1MGQ)	\$56.65
0	993	NIPSCO	11/10/2011	DeMotte Utilities Confirm #EBOBHMHS (Actual reading for Gas and Electric)	\$3,183.73
0	994	PAYROLL	11/25/2011	PAYROLL	\$47,114.36
0	995	PAYROLL	11/25/2011	PAYROLL	\$1,254.72
0	996	AFLAC	11/25/2011	Supplemental Ins. Premium November (ONLINE Banking #6BYBUW1D)	\$209.48
0	997	CENTURYLINK	11/25/2011	Local calls, November 2011 (Confirm # QBTB7WZC & JBYBIWZC)	\$52.85
0	998	CITY OF RENSSELAER	11/25/2011	Utilities, Rens, 10/6/11-11/7/11 (Conf #1BEBUWIR)	\$3,082.24
0	999	GREAT-WEST RETIREMENT S	11/25/2011	Annuity Withheld from 25 NOV 11 Payroll (Conf #WBSBXWXD)	\$1,325.00
0	1000	IRS USA TAXPAYMENT	11/26/2011	EFT-FICA & Federal Taxes w/held 25 November 11, Ref #33724433)	\$10,515.55
0	1001	JOSEPH ZELLON	11/25/2011	Courier Mileage: 11/1-11/15/11 (Conf #MBHBPWO1)	\$366.30
Total Amount of Claims					\$193,357.63

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, December 06, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$193,357.63

Date this 12th day of December, 2011.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

**Receipt Breakdown
November 30, 2011**

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$3,138.21	\$32,351.43
DeMotte	\$997.24	\$11,582.68		
Rensselaer	\$1,186.35	\$12,132.74		
Wheatfield	\$954.62	\$8,636.01		
PHOTOCOPIES:			\$793.93	\$9,394.14
DeMotte	\$295.45	\$3,625.80		
Rensselaer	\$316.03	\$3,760.53		
Wheatfield	\$182.45	\$2,007.81		
INTEREST (Checking, Repurchase, CDs):.....			\$235.98	\$4,474.00
TAXES:			\$207,969.61	\$1,337,767.12
Property Tax	\$140,341.45	\$545,533.40		
LOIT	\$14,659.50	\$161,254.50		
License Excise Tax	\$0.00	\$42,141.65		
Financial Institution Tax	\$0.00	\$1,019.65		
CVET(Commercial Vehicle Excise)	\$0.00	\$5,162.66		
Local Option/Certified Shares	\$43,842.33	\$482,265.63		
Local Option/Property Tax Repl.	\$9,126.33	\$100,389.63		
TAXABLE SALES:-.....			\$8.17	\$186.05
REFUNDS:			\$1,003.50	\$12,738.21
Rebates/Refund	\$0.00	\$157.44		
Insurance Claims/Reimbursements	\$0.00	\$10,528.14		
Meeting Room Rental	\$303.50	\$753.50		
Reimbursement	\$700.00	\$700.29		
Fixed Asset Sales	\$0.00	\$33.00		
Miscellaneous Receipts	\$0.00	\$565.84		
TOTAL OPERATING FUND RECEIPTS.....			\$213,149.40	\$1,396,910.95
AC FUND:-.....			\$0.00	\$50.00
T FUNDS:			\$990.00	\$15,650.41
DeMotte	\$100.00	\$4,586.49		
Rensselaer	\$790.00	\$8,484.25		
Wheatfield	\$100.00	\$2,579.67		
LIB. IMPROV. RESERVE FUND:			\$68.38	\$944.14
Interest Earned	\$68.38	\$944.14		
BOND & INTEREST REDEMPTION FUND:			\$55,210.47	\$402,341.71
Property Tax	\$55,210.47	\$214,613.40		
License Excise Tax	\$0.00	\$13,467.94		
Financial Institution Tax	\$0.00	\$325.87		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,649.92		
Interfund Transfer from BIRF	\$0.00	\$172,284.58		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$41,723.07	\$184,401.08
Interest Earned	\$48.07	\$10,745.05		
Property Tax	\$41,675.00	\$161,998.51		
License Excise Tax	\$0.00	\$10,166.12		
Financial Institution Tax	\$0.00	\$245.98		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,245.42		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
SALES TAX:-.....			\$14.58	\$36.97
CONSTRUCTION FUND:			\$0.00	\$495.74
Interest Earned	\$0.00	\$245.74		
Reimbursement	\$0.00	\$250.00		
CASH CHANGE FUND			\$0.00	\$60.00
SUB-TOTAL (page 1).....			\$311,155.90	\$2,000,891.00

WITHHOLDING ACCOUNT FUNDS:

			\$27,766.78	\$299,657.74
FIT Tax Collected	\$8,432.31	\$90,972.40		
FICA Collected	\$5,197.23	\$55,628.86		
State Tax Collected	\$3,453.68	\$37,048.11		
County Tax Collected	\$2,548.75	\$27,318.51		
Deferred Comp Plan	\$2,650.00	\$28,480.00		
Pre-tax Insurance Plans	\$3,032.07	\$33,352.65		
Life Insurance	\$135.16	\$1,496.76		
PERF	\$2,317.58	\$25,360.45		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
EIC	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$338,922.68	\$2,300,548.74

Voucher List**Jasper County Public Library****Report Date: From 12/1/2011 To 12/16/2011**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1002	GREAT-WEST RETIREMENT S	12/9/2011	Annuity Withheld from 9 Dec 11 Payroll (Conf #IBOBFWP6)	\$1,325.00
0	1003	INDIANA DEPARTMENT OF RE	12/9/2011	EFT-State & County Taxes w/held Nov 2011 Payrolls, Ref #58135	\$6,002.43
0	1004	IRS USA TAXPAYMENT	12/12/2011	EFT-FICA & Federal Taxes w/held 9 December 11, Ref #50624305	\$9,928.28
0	1005	JOSEPH ZELLON	12/9/2011	Courier Mileage: 11/16-11/30/11 (Conf #HBSBHWXF)	\$333.00
0	1006	TOWN OF DEMOTTE	12/9/2011	Sewer Services - DeM. Lib, Dec 2011 (Online Banking Conf #VJB5WP6)	\$69.80
0	1007	TOWN OF WHEATFIELD SEW	12/9/2011	Sewer Services - Wh. Dec 2011(ONLINE BANKING #NB1BGWP6)	\$56.65
0	1008	PAYROLL	12/9/2011	PAYROLL	\$45,475.35
30886	1009	AARON'S LAWN CARE	12/12/2011	Fall Cleanup	\$425.00
30887	1010	ACE HARDWARE	12/12/2011	Bathroom stool repairs, pipe insulation-DeM	\$12.47
30888	1011	ALLIED WASTE SERVICES #71	12/12/2011	Trash Service-Whetfld, December	\$53.90
30889	1012	AMERIKIT TECHNOLOGY SOL	12/12/2011	Kid's Computers-3, headphones, keyboard & mouse, pre-school bundle/titles	\$3,520.17
30890	1013	ANTHEM BLUE CROSS BLUE S	12/12/2011	Health Ins December Premiums	\$9,307.62
30891	1014	ANTHEM LIFE	12/12/2011	Life Ins Premium-December 2011	\$103.14
30892	1015	BAKER & DANIELS, LLP	12/12/2011	Consultation on FMLA issues	\$306.00
30893	1016	BAKER & TAYLOR	12/12/2011	Books, Continuations, AV, Auto. Yours	\$13,030.29
30894	1017	BAKER & TAYLOR ENTERTAIN	12/12/2011	DVDs	\$351.08
30895	1018	BETH REASONER	12/12/2011	Mileage: Preschool Visits; Ch. Dept. Foam Boards	\$24.92
30896	1019	BLUETARP FINANCIAL, INC	12/12/2011	Dry Wall, Wallpaper stripper, screws, furring strips, adhesives for wall repairs	\$49.91
30897	1020	BRENDA THOMPSON	12/12/2011	Mileage: B2B, Northwest In Literacy Award Mtg, Mtg w/Director, Mgmt Mtg; Books	\$144.70
30898	1021	CAPITAL ONE BANK (USA), NA	12/12/2011	DVDs, Mtg Expenses, Staff Anniv Gift card, Ch. Crafts, Coffee pots, online survey, Nooks & Kindles	\$1,809.63
30899	1022	CDW GOVERNMENT, INC	12/12/2011	MS Office ProPlus 2010, IPAD, IPAD cases, IPAD Defenders	\$5,593.20
30900	1023	CULLIGAN OF KOUTS	12/12/2011	Dec Water Cooler rental-Whetfld	\$9.95
30901	1024	DELL MARKETING L.P.	12/12/2011	19 CPU's, Monitors, Keyboards, etc.	\$17,281.26
30902	1025	DEMCO	12/12/2011	Book Pockets, Polyfit rolls, labels, label protectors, glass-mounted sign holders	\$469.33
30903	1026	DEX	12/12/2011	Phone Directory listing, Nov, Dec, Jan.	\$88.50
30904	1027	DIANA KOOY	12/12/2011	Books; Mileage-Deferred Comp, Lib Council, Mgr's Counterparts, B2B, Water samples	\$210.08
30905	1028	DUMAS, WEIST & MAHNESMIT	12/12/2011	Parking Lot Project Legal Services-7/12-10/14/11	\$271.25
30906	1029	EDUCATION NETWORKS OF A	12/12/2011	Internet Access, Nov 2011	\$885.00
30907	1030	EVELYN BRISTOL	12/12/2011	Super Heros Storytime supplies; Mileage: Mgmt, Counterparts, HR Workshop, Author Visit marketing	\$90.92
30908	1031	FASE'S WATER TREATMENT &	12/12/2011	Redout for softener	\$110.75
30909	1032	FLEX-PAC INC	12/12/2011	Trash bags, kleenex, bowl cleaner, foam soap	\$435.19
30910	1033	GALE	12/12/2011	Books	\$27.19
30911	1034	GAIL EVANS	12/12/2011	Mileage: Bank Deposits, Deliver Bd Packets, Bookkeeping, AVC, Mgmt Mtgs, Update Cash Registers, Walmart purchases; Bookkeeping Wkshp, AVC Mtg, Vendor Fair expenses; Parking fees;	\$470.06
30912	1035	GLORIA-JUNE GREIFF	12/12/2011	Books	\$30.00
30913	1036	HERITAGE OFFICE PRODUCT	12/12/2011	Annual Copier Service contract-Wh.	\$879.10
30914	1037	INFORMATION TODAY, INC.	12/12/2011	Literary Marketplace set	\$347.05
30915	1038	JEFF GASTINEAU	12/12/2011	Santa Claus performance	\$30.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30916	1039	JOSEPH SCHARA SR.	12/12/2011	Returned lost item previously paid for	\$17.98
30917	1040	KIRBY RISK CORPORATION	12/12/2011	Light Switch, ballasts	\$187.92
30918	1041	KOLORTECH, INC.	12/12/2011	Fluorescent tubes, light bulbs	\$272.10
30919	1042	BRIAN ORBAN	12/12/2011	Pruning, Winterize Sprinkler System @ Whtflld	\$570.00
30920	1043	LAZZARO COMPANIES, INC	12/12/2011	Interior door handle spindle kits-Rens	\$66.00
30921	1044	LEGAL DIRECTORIES PUBLIS	12/12/2011	2011 Indiana Legal Directory	\$67.75
30922	1045	LIBRARY VIDEO COMPANY	12/12/2011	DVDs	\$597.60
30923	1046	LINDA POORTENGA	12/12/2011	Mileage: Counterparts, Mgmt, Awards Night. Book	\$78.82
30924	1047	LINDA THOMPSON	12/12/2011	Excel Training Mtg expense; Books	\$126.87
30925	1048	MIDWEST TAPE	12/12/2011	DVDs	\$75.96
30926	1049	MOTION PICTURE LICENSING	12/12/2011	Movie Licensing fee - 2012	\$98.42
30927	1050	BRACKEMYRE PUBLISHING	12/12/2011	Media Directory	\$85.00
30928	1051	NANETTE SPEACHT	12/12/2011	Workshop expenses, cups for program, Mileage: Excel Workshop	\$83.30
30929	1052	NIPSCO	12/12/2011	Utilities-Whtflld Lib, 11/1-12/2/11	\$2,028.62
30930	1053	NORTHWESTERN INDIANA TE	12/12/2011	Local DeM. Telephone Service, Dec 2011	\$177.43
30931	1054	OFFICE DEPOT	12/12/2011	CD/DVD Sleeves, 3-hole punches	\$86.53
30932	1055	OVERDRIVE	12/12/2011	Participation/Maintenance Fee, Content Purchases (future), 12/2011-11/2012; Advantage Membership Fee	\$6,000.00
30933	1056	PATTY STRINGFELLOW	12/12/2011	Mileage: NW Indiana Directors Mtg, DeM (new intern), ASK Committee Mtg.	\$97.68
30934	1057	PEGGY WOODS	12/12/2011	Mileage: Purchase DVDs, return DVD, Post Office, Bank Deposit	\$9.16
30935	1058	PRECISION CONTROL SYSTE	12/12/2011	Replaced Expansion Tank to Boiler; repaired leaks in water lines, replaced auto vent-Rens; VAV leaks reported @ DeM.	\$2,906.56
30936	1059	PROQUEST LLC	12/12/2011	Microfilm-Rens. Republican, 5/1-8/31/11	\$84.42
30937	1060	QUILL CORPORATION	12/12/2011	Window Envelopes, markers, calender, laserjet cartridges, chairmats	\$509.55
30938	1061	RACHAEL CAVINDER	12/12/2011	Mileage: Pre-School Visits, HR Workshop	\$18.87
30939	1062	RACO INDUSTRIES	12/12/2011	USB Scanners	\$560.50
30940	1063	REBECCA AMALONG	12/12/2011	Mileage: Mgmt Mtg; reimbursed for wrong rate pd on Nov mileage report	\$29.08
30941	1064	ROTARY CLUB of RENSSELAE	12/12/2011	Sep/Oct Club Dues-Director	\$24.00
30942	1065	ROEING CORP.	12/12/2011	Annual ARCserve Backup for Windows and Client Agent Backup- Mtnce; Web security license renewal	\$918.00
30943	1066	SALEM PRESS, INC.	12/12/2011	H.W. Wilson Sr. Hi Core Collection-18th ed.	\$255.00
30944	1067	SHARON J. LEICHTY	12/12/2011	Genealogy Book	\$39.99
30945	1068	SHEILA MAXWELL	12/12/2011	Automation Counterparts Mtg expenses/mileage; Technology support @ Branches Mileage	\$138.95
30946	1069	SHOWCASES	12/12/2011	Double DVD cases	\$361.80
30947	1070	S & S WORLDWIDE, INC	12/12/2011	Ch. Crafts-Metallic tiles	\$8.99
30948	1071	SVT, LLC	12/12/2011	Third Thursday Program expenses	\$13.03
30949	1072	THE TIMES	12/12/2011	Newspaper Subscription, 12/18/11-12/17/12	\$221.00
30950	1073	ULINE	12/12/2011	DVD cases	\$214.71
30951	1074	UNIQUE MANAGEMENT SERVI	12/12/2011	Collections-Initial & Secondary Placements-Nov	\$211.65
30952	1075	VISION SERVICE PLAN- (IN)	12/12/2011	Vision Ins. Premium-Dec	\$200.92
30953	1076	WAL-MART COMMUNITY/GEM	12/12/2011	DVDs, Music CDs, Teen Read/Movies/After School/Halloween Program supplies, Ch. Dept materials; Cunterparts Mtg expenses; gasebo style tent-Marketing; clorox wipes, dirt devil filter	\$2,186.25
30954	1077	WASTE MANAGEMENT	12/12/2011	Trash Service-Dec	\$60.50
30955	1078	YVONNE DEL VECCHIO	12/12/2011	Walking Books Mileage-Nov.	\$19.54
30956	1079	CENTURYLINK	12/12/2011	Local phone service @ Rens, Dec	\$82.99
30957	1080	JASPER COUNTY HOSPITAL	12/12/2011	Water testing -Nitrate/Coliform @ DeM.	\$40.00
129	1081	JASPER COUNTY PUBLIC LIBR	12/12/2011	Legal Services for Parking Lot expansion bank transfer	\$271.25
1050	1082	JASPER COUNTY PUBLIC LIBR	12/12/2011	Bank Transfer to Operating fund for better interest rate	\$6,000.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30958	1083	ANGELA BARTON	12/12/2011	Mileage: Mgmt & B2B meetings-Nov	\$48.84
30959	1084	CENTURION HOLDINGS, LLC	12/12/2011	Smart Shield Licenses Annual Mtnce	\$199.60
30960	1085	GUARDIAN NETWORK SOLUTI	12/12/2011	Annual Computer Assoc Anti-Virus Mtnce renewal	\$25.00
Total Amount of Claims					\$145,936.30

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, December 08, 2011

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$145,936.30

Date this 12 day of December, 2011.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.



**PRESSBOARD
REPORT COVERS**

RE-ORDER NUMBERS

BLACK	7-40401
DK. BLUE	7-40402
RED	7-40404
LT. BLUE	7-40409

QUILL CORPORATION
100 SCHULTER ROAD, LINCOLNSHIRE, IL 60069-3621
1-800-769-1331

